

OFFICE SUPPORT WORKERS

NOC 14100: GENERAL OFFICE SUPPORT WORKERS

Prepare correspondence and reports, operate office equipment, answer telephones, record and process documents such as contracts and requisitions and perform general clerical duties.



3-YEAR OUTLOOK



Moderate

3-YEAR JOB OPENINGS

463

MEDIAN HOURLY WAGE

$23.16

$16.75 LOW — $33.00 HIGH

TYPICALLY REQUIRED



High school / on-the-job training

EMPLOYED

3,939

AVERAGE SALARY

$46,640



EMPLOYMENT BY INDUSTRY

26.0%	Health care and social assistance
21.3%	Public administration
9.0%	Retail trade
43.7%	All Other Industries



EMPLOYMENT BY AGE

9.6%	15-24
11.2%	25-34
18.3%	35-44
26.6%	45-54
26.2%	55-64
8.1%	65+

ALSO KNOWN AS

- Administrative Clerk
- Aircraft Records Clerk
- File And Classification Clerk
- Filing Clerk
- General Office Worker
- Medical Records Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Prepare correspondence, reports, statements, forms, presentations, applications and other documents
- Process incoming and outgoing mail, manually or electronically
- Photocopy and collate documents for distribution, mailing and filing
- Send and receive messages and documents using fax machine or electronic mail
- Scan, sort and file documents according to established guidelines.

