



# 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

614

### MEDIAN HOURLY WAGE

\$20.19

\$15.00    \$30.77  
LOW            HIGH

### TYPICALLY REQUIRED



High school / on-the-job  
training

### EMPLOYED

3,584

### AVERAGE SALARY

\$46,640

The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### 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:

#### General office support workers

- 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

#### File clerks

- Scan, sort and file documents according to established guidelines

