



# ADMINISTRATIVE ASSISTANTS

NOC 1241

Perform a variety of administrative duties in support of managers and other professionals.

## 3 YEAR OUTLOOK



Fair

## 3 YEAR JOB OPENINGS

648

## MEDIAN HOURLY WAGE

\$20.00

\$14.00    \$29.00  
LOW            HIGH

## TYPICALLY REQUIRED



College or apprenticeship

## EMPLOYED

5,342

## MEDIAN SALARY

\$32,041

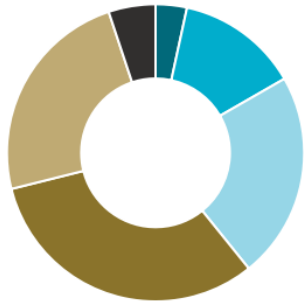


The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

20.4%	Public administration
15.0%	Educational services
9.1%	Other services (except public administration)
55.5%	All Other Industries



### EMPLOYMENT BY AGE

3.4%	15-24
13.3%	25-34
22.5%	35-44
31.9%	45-54
23.8%	55-64
5.1%	65+

### ALSO KNOWN AS

- Administrative Assistant
- Executive Secretary (Except Legal And Medical)
- Office Administrative Assistant
- Private Secretary
- Secretary (Except Legal And Medical)
- Technical Secretary

### MAIN DUTIES:

Administrative assistants perform some or all of the following duties:

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic inquiries and relay telephone calls and messages.



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