



ADMINISTRATIVE ASSISTANTS

NOC 13110

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



3-YEAR OUTLOOK



Moderate

3-YEAR JOB OPENINGS

796

MEDIAN HOURLY WAGE

\$23.00

\$16.00 \$31.25
LOW HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

6,632

AVERAGE SALARY

\$46,480

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



EMPLOYMENT BY INDUSTRY

| | |
|-------|-----------------------------------|
| 22.5% | Health care and social assistance |
| 20.6% | Public administration |
| 14.7% | Educational services |
| 42.3% | All Other Industries |



EMPLOYMENT BY AGE

| | |
|-------|-------|
| 4.9% | 15-24 |
| 15.0% | 25-34 |
| 20.9% | 35-44 |
| 27.5% | 45-54 |
| 25.6% | 55-64 |
| 6.0% | 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:

- This group performs 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 coordinate 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.

