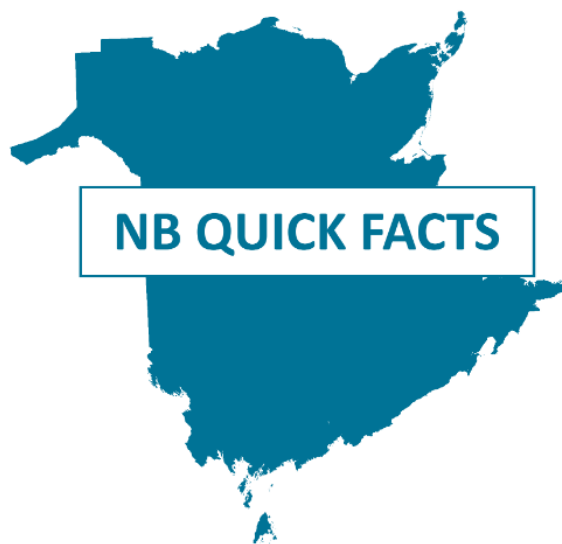




## OFFICE SUPPORT WORKERS

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

**486**

### MEDIAN HOURLY WAGE

**\$22.00**

\$15.65 \$33.00  
LOW HIGH

### TYPICALLY REQUIRED



High school / on-the-job  
training

### EMPLOYED

**3,913**

### 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

|              |                                   |
|--------------|-----------------------------------|
| <b>26.0%</b> | Health care and social assistance |
| <b>21.3%</b> | Public administration             |
| <b>9.0%</b>  | Retail trade                      |
| <b>43.7%</b> | All Other Industries              |



### EMPLOYMENT BY AGE

|              |       |
|--------------|-------|
| <b>9.6%</b>  | 15-24 |
| <b>11.2%</b> | 25-34 |
| <b>18.3%</b> | 35-44 |
| <b>26.6%</b> | 45-54 |
| <b>26.2%</b> | 55-64 |
| <b>8.1%</b>  | 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.

