

Administrative Assistants

Description

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors.

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 enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information to support research activities
- May supervise and train office staff in procedures and in use of current software
- May organize conferences.

Other titles:

- Appointment secretary
- Church secretary
- Human resources secretary
- Recording secretary
- School secretary
- Technical secretary

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is usually required
- Most college programs in Ontario require an OSSD or Mature Student Status

Post-secondary diploma/degree

- Completion of a one- or two-year college or other program for administrative assistants or secretaries (OR previous clerical experience) is required.
- Ontario colleges offering relevant programs: Centennial College, Durham College, George Brown College, Lambton College, Seneca College

Certification

- Not required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as administrative assistants are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POW)	Average Wages and Salaries (POW)	Median Wages and Salaries (POR)	Average Wages and Salaries (POR)
\$37,255	\$36,460	\$36,719	\$37,154

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
2361 Residential building construction	85	95
2382 Building equipment contractors	55	70
3399 Other miscellaneous manufacturing	15	25
5191 Other information services	20	35
5413 Architectural, engineering and related services	55	130
5415 Computer systems design and related services	50	70
5416 Management, scientific and technical consulting services	50	80
5614 Business support services	40	50
6211 Office of physicians	310	320
6220 Hospitals	125	305
9130 Local, municipal and regional public administration	240	310

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)