

# Administrative Assistants

A guide for newcomers to British Columbia



## Contents

1. Working as an Administrative Assistant [NOC 1241] .....	2
2. Skills, Education and Experience .....	5
3. Finding Jobs.....	6
4. Applying for a Job.....	8
5. Getting Help from Industry Sources .....	9

## 1. Working as an Administrative Assistant [NOC 1241]

### *Job Description*

Administrative assistants carry out office support tasks in order to keep organizations and their departments running smoothly.

As an administrative assistant, you perform the following duties:

- Type letters, reports and other documents
- Schedule and confirm appointments and meetings
- Respond to telephone, in-person and email enquiries
- Organize files and keep records
- Establish and oversee office procedures
- Prepare minutes of meetings
- Arrange travel schedules and make reservations
- Compile data, statistics and other information for reports
- Prepare department budgets
- Supervise and train other office support staff

Your duties vary depending on your level of responsibility and type of company you work for.

Sources:

- **WorkBC Career Profile for Administrative Assistants**  
<https://www.workbc.ca/Job-Seekers/Career-Profiles/1241>
- **Career Cruising** (Profile for Administrative Assistant)  
<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library page

## **Industry Overview**

Future job prospects for administrative assistants are expected to be good. Changes in technology have affected the duties of administrative assistants. Many employers now expect you to take on more complex tasks such as:

- developing spreadsheets
- drafting correspondence
- supervising databases
- updating websites
- producing presentation materials

As a result, you will be in higher demand if you have a wider variety of computer skills.

There is good opportunity for flexible work arrangements. If you work with a placement agency (also known as a “temp” agency) you can work on short-term placements with private sector companies and government clients.

## **Job Outlook in BC**

### **Administrative Assistants**

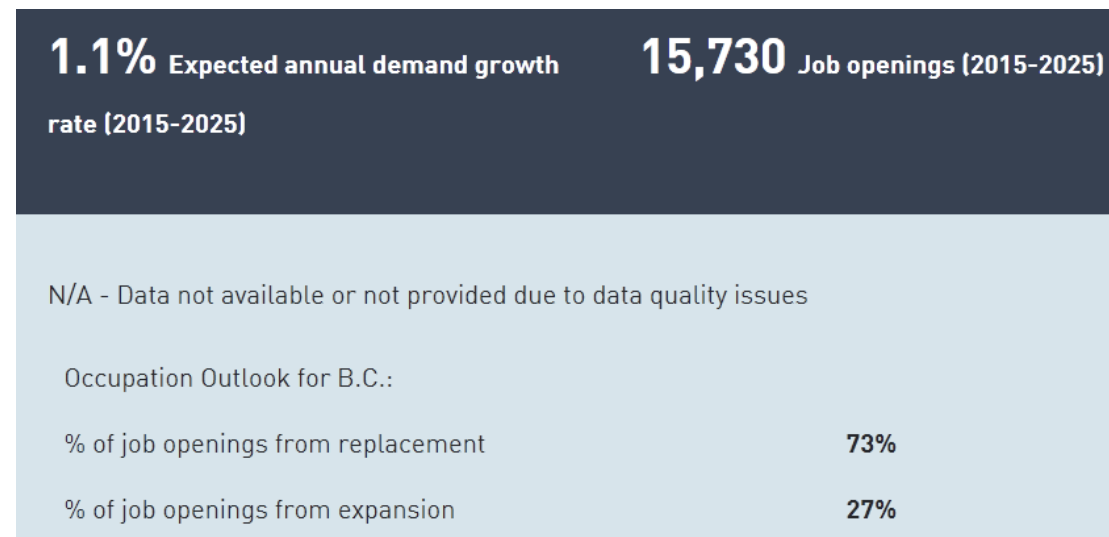


Chart from WorkBC

The **Employment Outlook for BC** provides job openings projections for administrative assistants within these BC regions:

Region	2015-2025 Estimated Job Openings	2015-2025 Avg Annual Employment Growth
Vancouver Island / Coast	2710	1.2%
Lower Mainland / Southwest	9340	1.1%
Thompson-Okanagan	2070	1.5%
Kootenay	580	1.2%
Cariboo	470	0.6%
North Coast & Nechako	200	0.2%
Northeast	350	1.4%

- **WorkBC Career Profile for Administrative Assistants**

<https://www.workbc.ca/Job-Seekers/Career-Profiles/1241>

You can learn more about working as an administrative assistant in BC from:

- **WorkBC Career Profile for Administrative Assistants**

<https://www.workbc.ca/Job-Seekers/Career-Profiles/1241>

- **Career Cruising** (Profile for Administrative Assistant)

<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library page

## ***Types of Employers***

Administrative assistants work in offices in every kind of organization, including:

- non-profit organizations
- government agencies
- universities, colleges and educational institutions
- hospitals
- banks
- businesses of all types and size

You may also find employment through temporary staffing agencies in BC's cities. These temporary jobs can lead to permanent employment.

## Salary

The average salary for administrative assistants working in BC is \$45,883. Your salary depends on experience, location, and employer.

In addition to a salary, most full-time administrative assistants receive health and dental benefits, paid sick days, and paid vacations.

In BC's regions, **administrative assistants** can expect to make:

### **Administrative Assistants, NOC 1241 Hourly Wages**

Location	Wage (\$/hr)		
	Low	Median	High
<b>British Columbia</b>	12.00	22.00	28.70
<a href="#">Cariboo Region</a>	14.50	20.00	26.49
<a href="#">Kootenay Region</a>	12.00	22.00	28.70
<a href="#">Lower Mainland - Southwest Region</a>	12.24	21.63	28.70
<a href="#">Nechako Region</a>	12.00	22.00	28.70
<a href="#">North Coast Region</a>	12.00	22.00	28.70
<a href="#">Northeast Region</a>	15.00	22.00	32.00
<a href="#">Thompson--Okanagan Region</a>	12.00	22.00	28.70
<a href="#">Vancouver Island and Coast Region</a>	12.00	22.00	28.70

Table from Job Bank Canada Wage Report <http://www.jobbank.gc.ca/home-eng.do?lang=eng>

## Working Hours

Most administrative assistants have regular hours. A 9-to-5, Monday to Friday workweek is most common.

## 2. Skills, Education and Experience

### Skills

- Excellent organizational and time management skills
- Ability to multi-task and prioritize jobs
- Ability to communicate effectively

- Excellent customer service and interpersonal skills
- Good keyboarding and computer skills
- Good attention to detail
- An interest in working both independently and as part of a team in an office setting

### ***Education and Experience***

- Completion of secondary school is usually required

Other training or requirements may include:

- Completion of a one or two year college program for administrative assistants or secretaries  
*or*
- Previous clerical experience

Experience using a wide range of computer programs and other office technology is also often required. Some education or training in accounting may also be useful for some positions.

### ***Qualifications***

***This occupation is not regulated in British Columbia.***

You do not require certification to work as an administrative assistant.

## **3. Finding Jobs**

You'll find job advertisements in local newspapers and electronic sources, as well as through professional associations.

*Staffing agencies are a good source of temporary work that can also lead to permanent employment.* Check local newspapers to find the names of local staffing agencies or look in the Yellow Pages

- <http://www.yellowpages.ca/locations/British-Columbia>, search for 'Employment Agencies'

### ***Local Newspapers***

You can look at the *Vancouver Sun* & *The Province* at Vancouver Public Library for free. Check the job postings daily and the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and in *The Province* on Sundays.

### **Job White Pages**

<http://www.vpl.ca/digital-library/jobfreewaycom>

Available from the VPL Digital Library | Explore our Digital Library page  
*Access at VPL locations only*

### ***Online Job Postings***

- **Indeed.com**  
[http://ca.indeed.com/advanced\\_search](http://ca.indeed.com/advanced_search)  
<https://ca.indeed.com/Administrative-Assistant-jobs-in-British-Columbia>  
Find jobs posted on a multitude of company career sites and job boards
- **AdminJobs.ca**  
<http://www.administrativejobs.ca/en>
- **Neuvoo**  
<http://neuvoo.ca/en>
- **WorkBC**  
<https://www.workbc.ca/JobSeekers/SearchResults.aspx>
- **BC Jobs.ca**  
<https://www.bcjobs.ca/>

### ***Professional Associations' Career Resources***

- **Association of Administrative Assistants Careers**  
<http://www.aaa.ca/careers/career-opportunities/>

### ***Identifying the Right Position***

When you browse job advertisements, you'll find a range of different job titles that are relevant. For administrative assistants look for these related job titles:

- Executive secretary

- Secretary
- Office administrative assistant
- Office administrator

### ***Creating a List of Potential Employers***

You can use directories to produce lists of potential employers. Contact them directly to find out if they're hiring.

- **Business in Vancouver Book of Lists**

This lists top companies in specific categories. Available at the Central Library, 338.9711 B97b and online [www.biv.com/lists](http://www.biv.com/lists)

- **Reference Canada**

<http://www.vpl.ca/digital-library/reference-canada>

Click on "Start Search" beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "admin" and click LOOKUP. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.

Available from the VPL Digital Library | Explore our Digital Library page

**NOTE:** *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*

## **4. Applying for a Job**

In Canada, employers usually expect to receive a resume (curriculum vitae) and a cover letter that identifies the position you are applying for and summarizes your relevant experience.

Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.



To learn about applying for jobs in Canada, use the following guides which are available in print at the Central Library or online at <http://skilledimmigrants.vpl.ca/>.

- **Writing Resumes and Cover Letters**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Writing Resumes and Cover Letters]
- **Getting Canadian Work Experience**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Getting Canadian Work Experience]
- **Networking for Employment**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Networking for Employment]
- **Learn More About Working in BC and Canada**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Learn More About Working in BC and Canada]

## 5. Getting Help from Industry Sources

### *Industry Associations*

Associations for administrative assistants in BC and Canada can provide information and assistance. Registration and fees are required for membership.

- **Association of Administrative Assistants**  
<http://www.aaa.ca/>
- **International Association of Administrative Professionals, Western Canada Division**  
<http://iaap-vancouver.ca/>

### ***Industry Journals***

Search the Vancouver Public Library catalogue for journals related to your profession.

***Questions? Please ask the Information Staff in the Central Library, Vancouver Public Library or telephone 604-331-3603.***

*Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.*