



CAREER PROFILES

Administrative Assistants:

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

Wage/Salary Information:

\$29,000 is the median annual salary found in local job-postings.

\$22.37/hour is the median wage reported locally.

Commonly Listed Skills in Job Postings:

- Microsoft Office
- Detail oriented
- Oral and written communication
- Organizational skills
- Data entry
- Teamwork
- Work independently
- Self-motivated
- Marketing
- Customer service oriented
- Time management
- Problem solving
- Management
- Bilingual
- Bookkeeping
- Computer use
- Creativity
- Critical thinking
- Interpersonal
- Editing

Job Duties:

Administrative Assistants prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports, and related material. They are typically responsible for opening and distributing incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations. Administrative Assistants answer phone calls and electronic enquiries and relay telephone calls and messages.

Administrative Assistants also have good organizational skills and are typically personable and skilled at interacting with others. They are responsible for tasks such as scheduling and

confirming appointments and meetings of employers, arranging travel schedules and reservations, and ordering office supplies and maintaining inventory. Administrative Assistants are also responsible for tasks such as greeting visitors and directing them to an employer or appropriate person and may even be responsible for supervising and training office staff in procedures and in use of current software.

Working Conditions:

Administrative Assistants work in a wide variety of industries, generally from Monday to Friday.

Administrative Assistants spend a great amount of time on computer work, which can put stress on their neck, back, shoulders and eyes. Well-designed equipment, such as headsets for those who spend a lot of time on the phone, can be helpful.

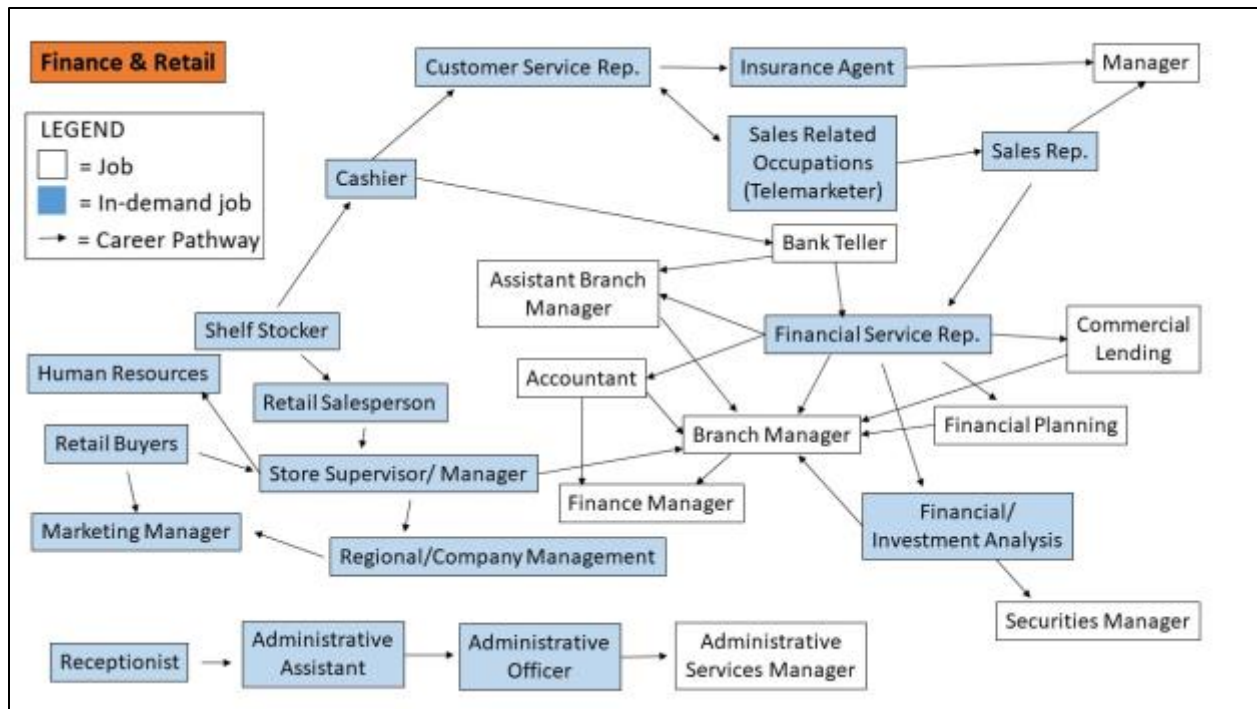
There is significant opportunity for flexible work arrangements. Administrative Assistants who work with a placement agency (also known as a "temp" agency) work on short-term placements with private sector client companies and government clients.

Career Pathways:

Most Administrative Assistant jobs do not require education beyond high school. Basic computer and office skills are a plus and enough to obtain a job as an administrative assistant. Most Administrative Assistants work in office environments in the public and private sectors. However, industry-specific lingo can be learned through technical schools and/or college courses.

Below are potential career paths for administrative assistants:

- Administrative Assistant
- Appointment Secretary
- Executive Secretary
- Finance Secretary
- Human Resources Secretary
- Office Administrative Assistant
- Sales Secretary
- School Secretary
- Taxation Service Secretary
- Technical Secretary



Education and Training Pathways:

If you're interested in becoming an Administrative Assistant, you can acquire training/education locally at any of the following institutions.

Canadian College of Health, Science, & Technology:

Office Administration

Admission/Eligibility Requirements: Unknown

Academic Credential: Office Administration Diploma

Professional Certification: Opportunity to earn Microsoft Office Specialists (MOS) Certification

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 20 weeks

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

<http://www.cchst.net/office-administration-program/>

College Boreal:

Office Administration- General

Admission/Eligibility Requirements:

- OSSD, ACE Certificate, or its equivalent in another province, or adult student status
- 1 French credit: FRA4C, FRA4U, or equivalent

Academic Credential: Ontario College Certificate

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 2 semesters

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/office-administration-general/>

St. Clair College:

Office Administration- General

Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level; or
- Mature student status

Academic Credential: One Year - Ontario College Certificate

Professional Certification: Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 1 year

Program Cycle: Unknown

Program Cost: \$3,964.61 (2017/18)

OSAP Eligible: Unknown

Location: 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/office_general/

triOS College:

Administrative Assistant

Admission/Eligibility Requirements:

- OSSD or Mature Student Status
- Entrance assessment must be successfully passed

Academic Credential: Administrative Assistant Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 17 weeks

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=AdministrativeAssistant>

Office Administrator

Admission/Eligibility Requirements:

- OSSD or Mature Student Status

- Entrance assessment must be successfully passed

Academic Credential: Office Administrator Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 26 weeks

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=OfficeAdministrator>

[Windsor Career College:](#)

Office Administration

Admission/Eligibility Requirements: Unknown

Academic Credential: Windsor Career College Certified Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 27 weeks

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 235 Eugenie Street West, Windsor, N8X 2X7

For more information on this program, please visit:

http://www.windsorcareercollege.ca/office_admin.html

Disclaimer: *The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to info@workforcewindsorsex.com.*