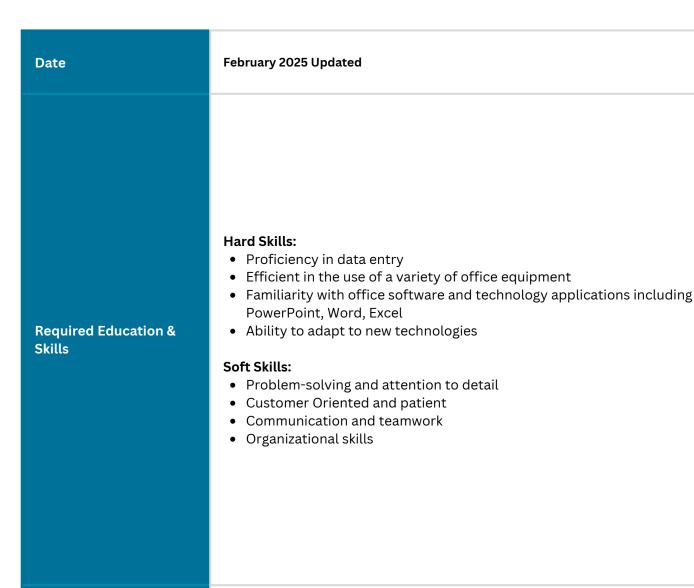


Career Information Office Administration

Overview

Career Title: Office Administration Industry/Field: Business

In a competitive job market, you want to stand out. Our Office Administration program will give you the tools to succeed in a variety of office careers where you will enjoy competitive pay, great hours, and a comfortable setting.



Current Demand:

Office Administrative personnel are in steady demand due to ongoing wellbeing services, smart office technology, and diversity initiatives.

Projected Growth:

Job Market & Outlook

Employment growth will lead to a few new positions, this growth is due to retirements in this sector.

Salary Information:

Entry-level: \$41,600-\$46,000 per year

Mid-level: \$57,000-\$62,000 per year

Experienced: \$75,000-91,000.00+per year

Pros:

- Highly employable in a variety of industries
- Small businesses, large corporations, government agencies, community organizations, and educational institutions all need administrative assistants
- High in demand positions not tied to one specific sector- Skills are highly transferable

Cons:

- Demanding in the areas of keeping up with technology and constantly learning a variety of software applications
- Flexible and open to continuous learning, ongoing need for adaptations in procedure and processes

This information has been compiled using publicly accessible provincial and federal data sources.





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Pros & Cons of this Career