



## **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.

Date	February 2025 Updated
Required Education & Skills	<p><b>Hard Skills:</b></p> <ul style="list-style-type: none"><li>• Proficiency in data entry</li><li>• Efficient in the use of a variety of office equipment</li><li>• Familiarity with office software and technology applications including PowerPoint, Word, Excel</li><li>• Ability to adapt to new technologies</li></ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"><li>• Problem-solving and attention to detail</li><li>• Customer Oriented and patient</li><li>• Communication and teamwork</li><li>• Organizational skills</li></ul>
Job Market & Outlook	<p><b>Current Demand:</b> Office Administrative personnel are in steady demand due to ongoing well-being services, smart office technology, and diversity initiatives.</p> <p><b>Projected Growth:</b> Employment growth will lead to a few new positions, this growth is due to retirements in this sector.</p> <p><b>Salary Information:</b></p> <p><b>Entry-level:</b> \$41,600–\$46,000 per year</p> <p><b>Mid-level:</b> \$57,000–\$62,000 per year</p> <p><b>Experienced:</b> \$75,000- 91,000.00+per year</p>

## Pros & Cons of this Career

### 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.

