



Career Information Business Administration

Overview

Industry/Field: Business

Do you want your own business or are you seeking an administrative role in accounting, marketing, or human resources? The Business Administration program includes the study of economics, marketing principles, computer applications, business plans, proposals, bookkeeping, and interpersonal communication.

Date

February 2025 Updated

Required Education & Skills

Hard skills:

- Proficiency in data entry
- Efficient in the use of a variety of office equipment
- Familiarity with office software and technology applications including PowerPoint, Word, Excel.
- Ability to adapt to new technologies

Soft skills:

- Problem-solving and attention to detail.
- Customer Oriented and patient.
- Communication and teamwork.
- Organizational skills

Job Market & Outlook

Current Demand:

Office and Business Administrative personnel are in steady demand due to ongoing well-being services, smart office technology, and diversity initiatives.

Projected Growth: Employment for Office & Business Administrative personnel is expected to grow by 9.9% over the next 3-5 years.

Salary Information:

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

Mid-level: \$60,000–\$62,000 per year.

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

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.

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

