

Occupation Analysis - Office / Administrative Assistant

Performs administrative work in an office. Works in a wide variety of office settings, such as a company or business, or a government office or school. Manages paper and electronic files, uses office equipment including computers, responds to phone calls and emails, routes mail and maintains calendars and schedules.

Common job titles: Administrative Assistant, Office Assistant, Office Administrator, Administrative Coordinator, Office Coordinator

- Overview
- Skills Explorer
- Employers & Industries
- Top Locations
- Related Jobs

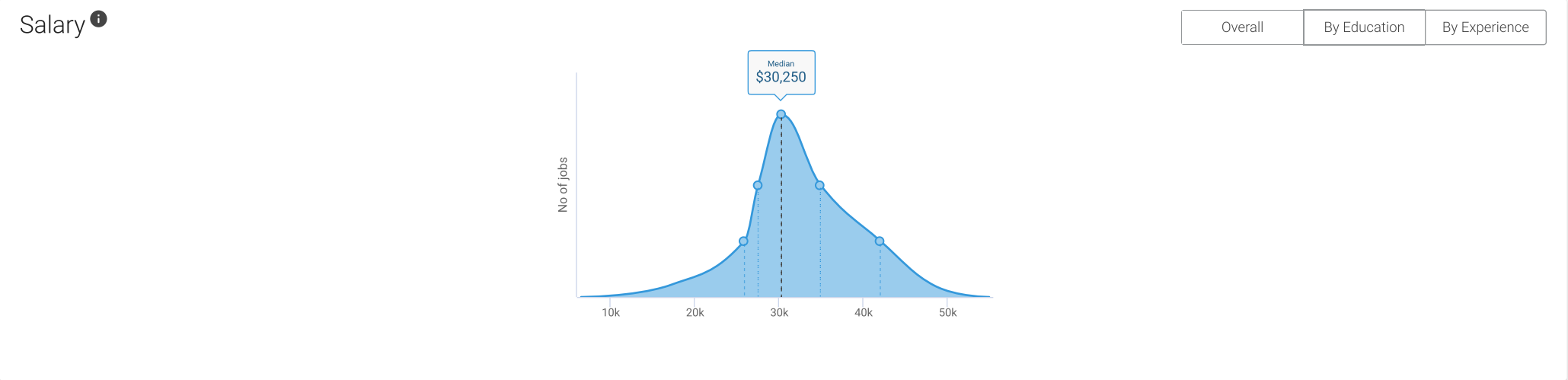
Job Metrics

Job Postings
Last 12 Months
Very High Demand
222

Projected Growth
10 Years
+6.0%

Time to Fill
Similar to Fill
33 days

Location Quotient
Low



Job Qualifications ⁱ

Years of Experience



0 to 2 Years 3 to 5 Years 6 to 8 Years 9+ Years

Education Level



High School Associate's Degree Bachelor's Degree Master's Degree Doctorate

Certification

Driver's License

Occasionally

Sometimes

Often



Top Skills

[Explore All Skills](#)

Specialized Skills **i**

Baseline Skills **i**