

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

Active Selections: ID, Office / Administrative Assistant

Overview

Job Metrics

Job Postings

Last 12 Months

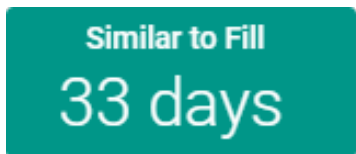


Projected Growth

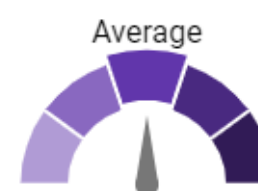
10 Years



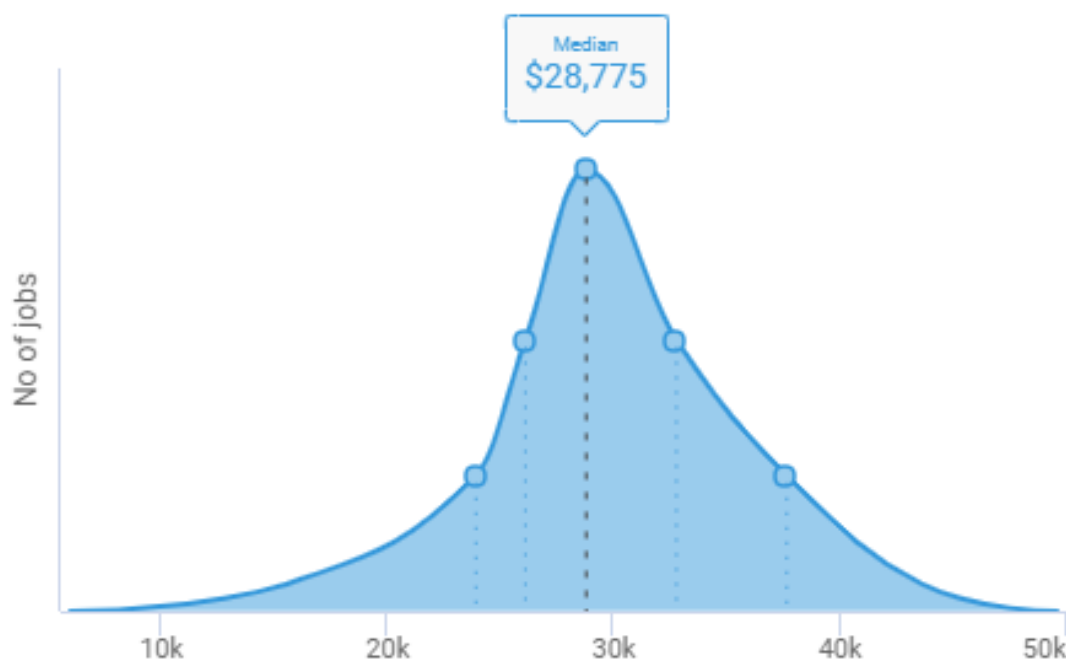
Time To Fill



Location Quotient

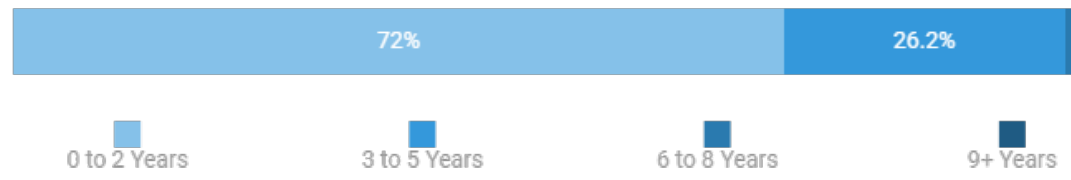


Salary Overall

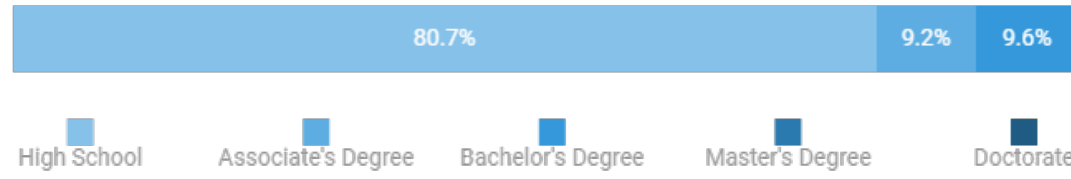


Job Qualifications

Years of Experience

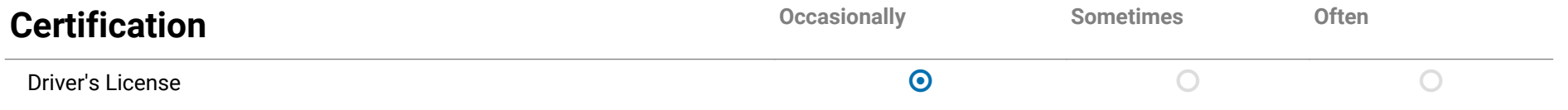


Education Level



Certification

Frequency Requested



Top Skills

Specialized Skills

Administrative Support
Scheduling
Customer Service
Data Entry
Appointment Setting
Budgeting
Spreadsheets

Baseline Skills

Communication Skills
Microsoft Excel
Organizational Skills
Microsoft Office
Detail-Oriented
Telephone Skills
Computer Literacy

Skills Explorer

Occupational Skills for Office / Administrative Assistant

An occupation's Defining skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.




































Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Administrative Support	Specialized	Defining		2,750	+0.5%	0.9
Scheduling	Specialized	Defining		1,543	+3.5%	0.9
Customer Service	Specialized	Defining		1,246	+10.9%	1.0
Appointment Setting	Specialized	Defining		697	+7.2%	0.9
General Office Duties	Specialized	Defining		558	+1.3%	1.1
Secretarial Skills	Specialized	Defining		517	-10.8%	1.3
Travel Arrangements	Specialized	Defining		498	-3.5%	1.1
Mailing	Specialized	Defining		494	-4.3%	1.0
Administrative Functions	Specialized	Defining		488	+4.4%	0.8
Filing	Specialized	Defining		344	-2.1%	0.8
Office Management	Specialized	Defining		290	+4.7%	0.7

[Learn more](#) about Occupational Skill Categories

Top Requested Skills for Office / Administrative Assistant

Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting	Projected Growth 2 Years	Location Quotient
Administrative Support	Specialized	Defining		2,750	+0.5%	0.9
Communication Skills	Baseline	NA		1,671		0.7
Scheduling	Specialized	Defining		1,543	+3.5%	0.9
Microsoft Excel	Software and Baseline	NA		1,472		0.8
Organizational Skills	Baseline	NA		1,462		0.8
Microsoft Office	Software and Baseline	NA		1,311	-3.5%	0.7

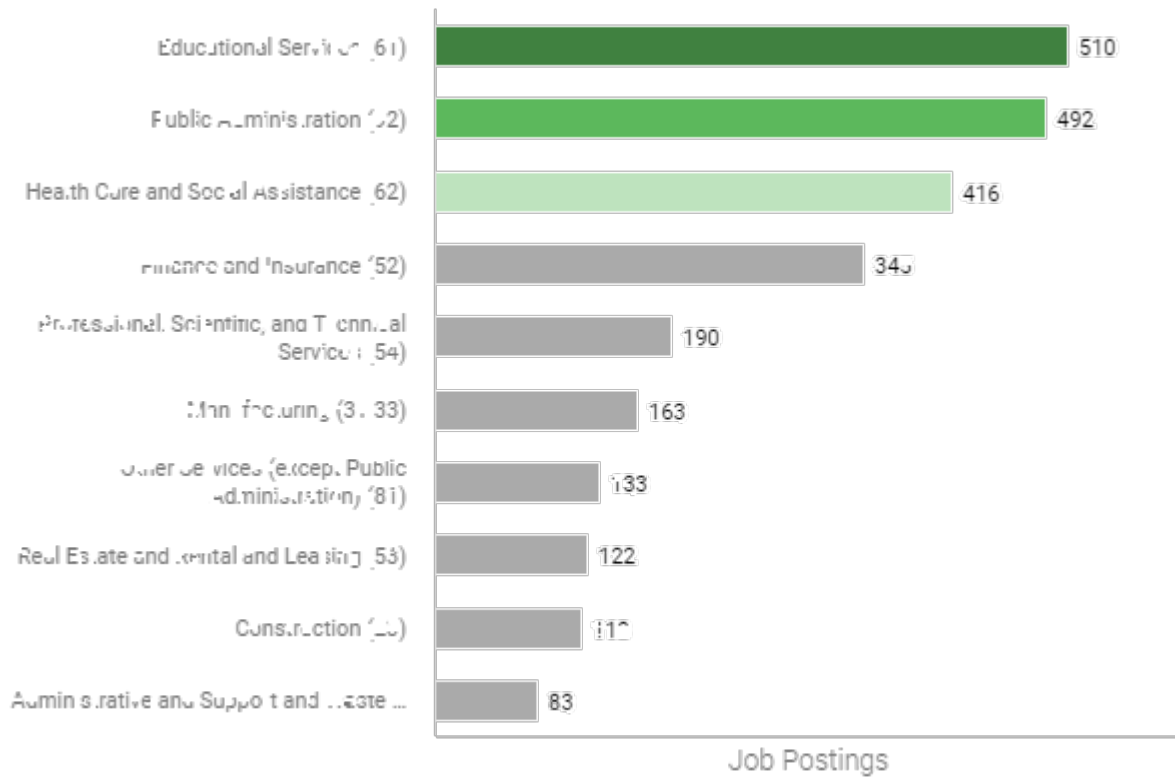
							∨
Customer Service	Specialized	Defining		1,246	+10.9%		1.0 —
Detail-Oriented	Baseline	NA		1,217			0.8 ∨
Telephone Skills	Baseline	NA		911			0.9 —
Computer Literacy	Baseline	NA		905			0.8 ∨
Data Entry	Specialized	Necessary		904	+4.0%		0.9 —
Problem Solving	Baseline	NA		866			1.2 —
Word Processing	Software and Programming	NA		830	-9.4%		1.8 ∧
Planning	Baseline	NA		819			0.9 —
Microsoft Word	Software and Programming	NA		806			0.9 —
Multi-Tasking	Baseline	NA		784			0.7 ∨
Writing	Baseline	NA		748			0.9 —
Research	Baseline	NA		722			1.0 —
Appointment Setting	Specialized	Defining		697	+7.2%		0.9 —
Typing	Baseline	NA		673			0.9 —
Teamwork / Collaboration	Baseline	NA		654			0.9 —
Budgeting	Specialized	Necessary	✓	632	-5.8%		1.3 ∧
Spreadsheets	Specialized	Necessary		612	+20.2%		0.9 —
Microsoft Powerpoint	Software and Programming	NA		587	-6.8%		0.8 ∨
General Office Duties	Specialized	Defining		558	+1.3%		1.1 —
Physical Abilities	Baseline	NA		527			1.0 —
Time Management	Baseline	NA		522			0.8 ∨
Secretarial Skills	Specialized	Defining		517	-10.8%		1.3 ∧
Editing	Baseline	NA		506			1.7 ∧
Travel Arrangements	Specialized	Defining	✓	498	-3.5%		1.1 —

Mailing	Specialized	Defining		494	-4.3%		1.0	
Administrative Functions	Specialized	Defining		488	+4.4%		0.8	
Record Keeping	Specialized	Necessary		477	-5.0%		1.1	
Written Communication	Baseline	NA		473			0.7	
Building Effective Relationships	Baseline	NA		414			1.1	
Preparing Reports	Baseline	NA		398			1.8	
Bookkeeping	Specialized	NA		386	-5.7%		1.5	
Staff Management	Specialized	NA		384	+3.9%		1.1	
Accounting	Specialized	NA		346	-0.9%		1.0	
Filing	Specialized	Defining		344	-2.1%		0.8	
Office Supply Ordering	Specialized	Distinguishing		344	+4.3%		1.1	
Verbal / Oral Communication	Baseline	NA		333			0.7	
Meeting Deadlines	Baseline	NA		329			1.0	
Customer Billing	Specialized	Necessary		319	-4.7%		0.8	
Microsoft Outlook	Software and Programming	NA		312	-1.3%		0.8	
Customer Contact	Specialized	Necessary		306	+5.2%		0.8	
Office Management	Specialized	Defining		290	+4.7%		0.7	
Expense Reports	Specialized	Distinguishing		284	+5.8%		1.0	
Copying	Specialized	Distinguishing		278	-4.7%		0.8	
Positive Disposition	Baseline	NA		276			1.3	

Employers & Industries

Top Industries

2digit

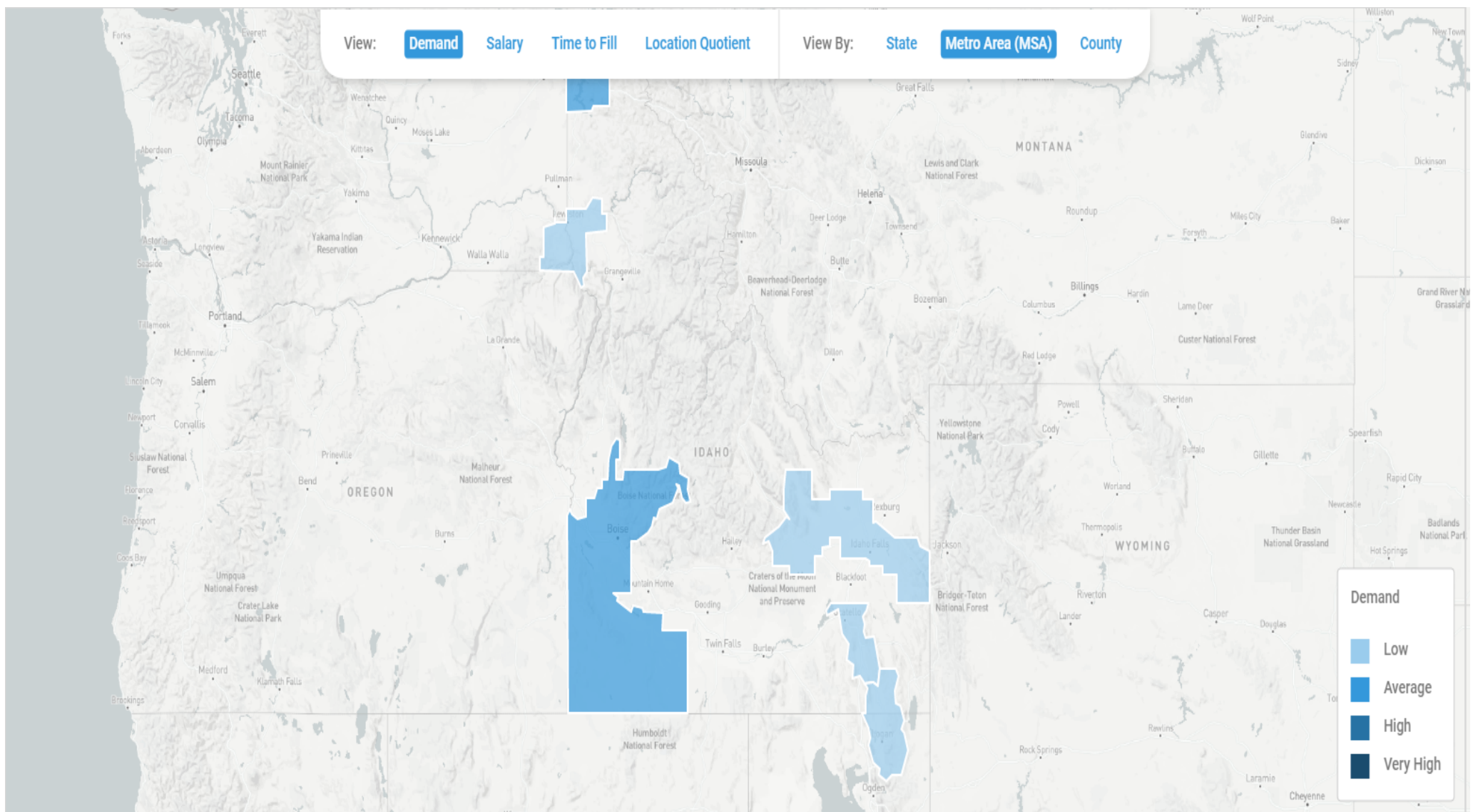


Top Employers



- Educational Services
- Public Administration
- Health Care and Social Assistance
- Others

Top Locations



Metro Area (MSA)	Job Postings Last 12 months	Median Salary	Time to Fill Days	Location Quotient
Boise City, ID	3,020	\$28k	29	0.9 ▬
Coeur d'Alene, ID	379	\$29k	34	1.1 ▬
Idaho Falls, ID	187	\$30k	34	0.9 ▬
Pocatello, ID	74	\$29k	42	0.6 ▾
Lewiston, ID-WA	69	\$33k	29	1.1 ▬
Logan, UT-ID	3	\$24k	33	0.6 ▾

Related Jobs

Office / Administrative Assistant at a Glance

Salary



Job Postings

Last 12 Months

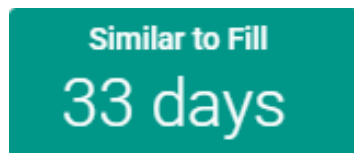


Projected Growth

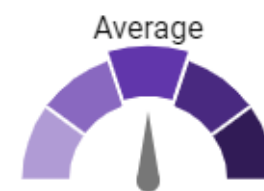
10 Years



Time To Fill



Location Quotient



Source: Burning Glass analysis of Bureau of Labor Statistics and state projections

Related Jobs

