

Administrative Assistant

Job Description: Duties revolve around managing and distributing information within an office. This generally includes answering phones, taking memos, and maintaining files. Administrative assistants may also oversee sending and receiving correspondence, as well as greeting clients and customers.



Wage Range: \$14.50-\$35.00

BC Labour Market Outlook 2019-2029: Over 16,000 job openings throughout BC

- [Click here](#) to visit the WorkBC labour market outlook site

Future Opportunities:

Supervisor

Office Manager



Northern Lights
College

Skills and Competencies Courses: Skills and competencies such as communication, reading comprehension and time management are what employers look for in their employees. These skills transfer over to a wide variety of job market sectors and are valuable for everyone.

Click on the course titles below for more information:

- [Time Management](#)
- [Communication Strategies](#)
- [Keys to Effective Communication](#)
- [Interpersonal Communication](#)

Online-Self Directed	Online Instructor Lead	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●		●	●	●
●		●	●	●
●	●		●	
●	●		●	

Courses For Job Entry: These courses will give you the skills needed to gain employment in an administrative assistant position.

Click on the course titles below for more information:

- [Administrative Assistant Fundamentals](#)
- [Administrative Assistant Applications](#)
- [Introduction to MS word 2019/Office 365](#)
- [Introduction to MS Outlook](#)
- [Introduction to Microsoft Excel 2019/Office 365](#)

Online-Self Directed	Online Instructor Lead	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●		●	
●	●		●	
●	●		●	
●	●		●	
●	●		●	

Professional Development: These courses are for those who are currently working or have worked in an office environment that would like to advance in position. *Click on the course titles below for more information:*

- [Introduction to Microsoft PowerPoint](#)
- [Introduction to Microsoft Access](#)
- [Intermediate Microsoft Word](#)
- [Intermediate Microsoft Excel](#)
- [Sage 50 Level 1](#)
- [Effective Business Writing](#)
- [Medical Terminology : A word association approach](#)
- [Legal Terminology](#)
- [Leadership](#)
- [Supervising Others](#)

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●	●		●	
●	●		●	
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●	●		●	
		●		
●	●		●	
●	●		●	
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●	●		●	
●		●		●

Online-Self Directed Offering: These courses are for those who have moderate computer experience and want to be able to fit course work around their schedules. These courses are entirely done online with the majority of courses having a 3-month completion time frame. (with some exceptions) These courses can be enrolled in at any time.

Online Instructor Lead: These courses have a structured schedule and are instructor lead. This is a great option for those who have time in the schedules and who need some support of an instructor

Virtual Face to Face: These courses have a structured schedule and are conducted like a more traditional face to face course that allows instructor and students to communicate in real time and collaborate together in break out rooms.

Instructor Support Add On: These courses can have the option of instructor support added on to the course itself. This is the perfect option for those are new to online courses or just need a bit of extra support and check ins. This option would have more of a structured schedule.

In Class Face to Face: These courses are delivered in the traditional classroom setting. This option is great for courses that have hands on components as well as deeper discussions, role play and a more personal setting.

Customized Private Group Training: If you have a group of people that you want to train at one time, you can have a class that is just for your group. This can be for one course or a group of courses. Group trainings can also be customized to fit the needs of your group.