

Executive Assistant

Job Description: Executive assistants coordinate administrative procedures, public relations activities, research and analysis for governments, corporations, private firms, and associations.



Wage Range: \$20.67 -- \$40.87 / hr

BC Labour Market Outlook 2019-2029: Over 2,050 job openings throughout BC

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

Future Opportunities:

Administrative director

Strategic Business Partners

Chief Administrative Officers



Northern Lights
College

Skills and Competencies Courses: Competencies in active listening, writing, speaking, and time management are vital skills for any administrative professionals. These skills transfer to many jobs and are valuable for everyone.

Click on the course titles below for more information:

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

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

Exploratory Courses: These courses are a great start for those who are interested in pursuing a career as executive assistant. *Click on the course titles below for more information:*

- [Introduction to Microsoft Excel 2019/Office 365](#)
- [Accounting/Bookkeeping Basics](#)
- [Introduction to Microsoft Access](#)
- [Administrative Assistant Fundamentals](#)
- [Administrative Assistant Applications](#)
- [Business Finance for Non-Finance Personnel](#)
- [Project Management Fundamentals](#)
- [Introduction to Microsoft PowerPoint 2019/Office 365](#)

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

Professional Development: These courses are for those who are currently working or have worked in similar area as this that would like to advance in position and/or would like to grow their knowledge base.

Click on the course titles below for more information:

- [Introduction to Crystal Reports](#)
- [Mastery of Business Fundamentals](#)
- [Intermediate Microsoft Word](#)
- [Intermediate Microsoft Excel](#)
- [Sage 50 Level 1](#)
- [Building Teams That Work](#)
- [Project Management Fundamentals II](#)

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

[Leadership](#)

[Leadership Suite](#)

[Fundamentals of Supervision and Management](#)

[Fundamentals of Supervision and Management II](#)

●	●		●	
●	●		●	
●	●		●	

Online-Self Directed Offering: These courses are for those who have moderate computer experience and want a 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.