



Secretaries and Administrative Assistants, Except Legal, Medical, and Executive



Ranked

78

by count of job opportunities

Percentage

0.33%

of all job opportunities

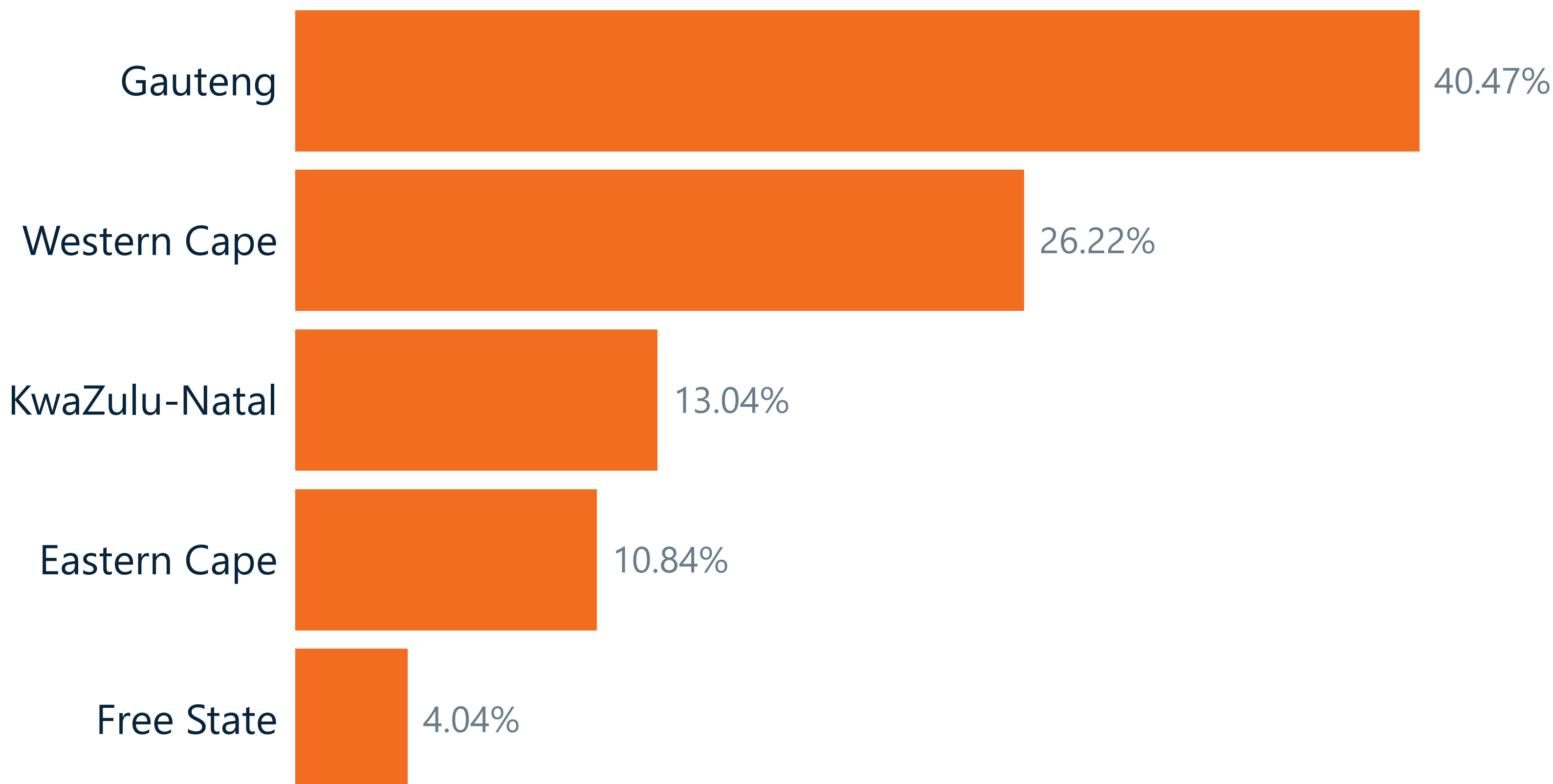
Hard-to-Fill

9.14%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities



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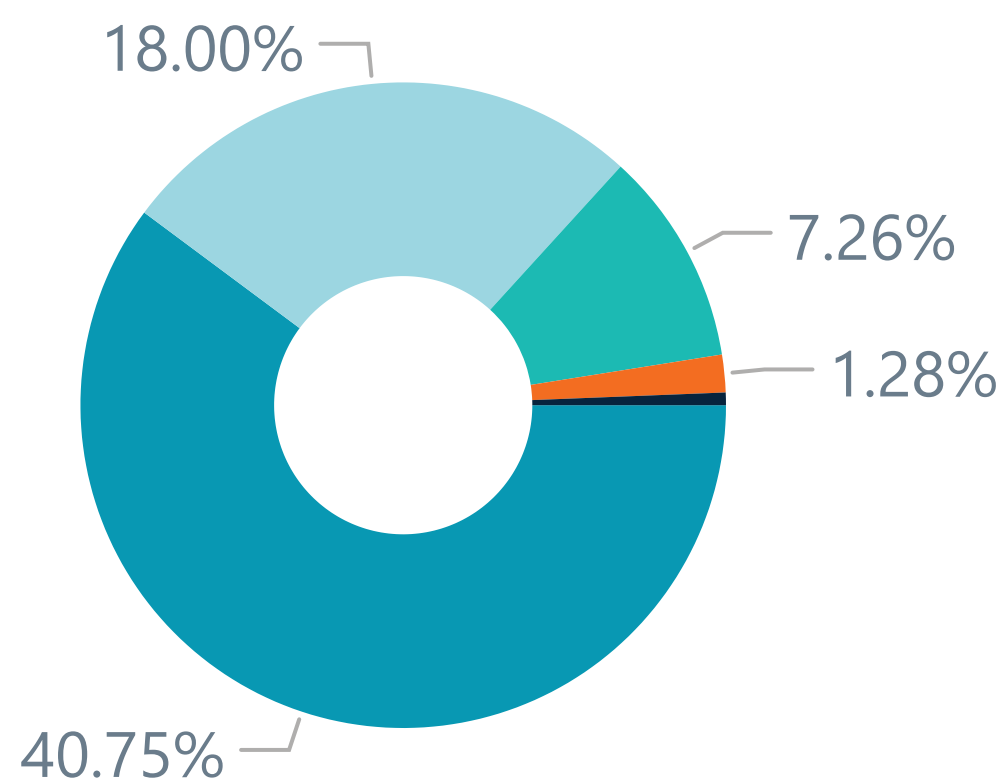
Top 5 Industries

by percentage of job opportunities

Information and communication	25.22%
Administrative and support activities	18.14%
Other service activities	18.00%
Professional, scientific and technical activities	5.00%
Agriculture, forestry and fishing	4.94%

Top 5 Company Types

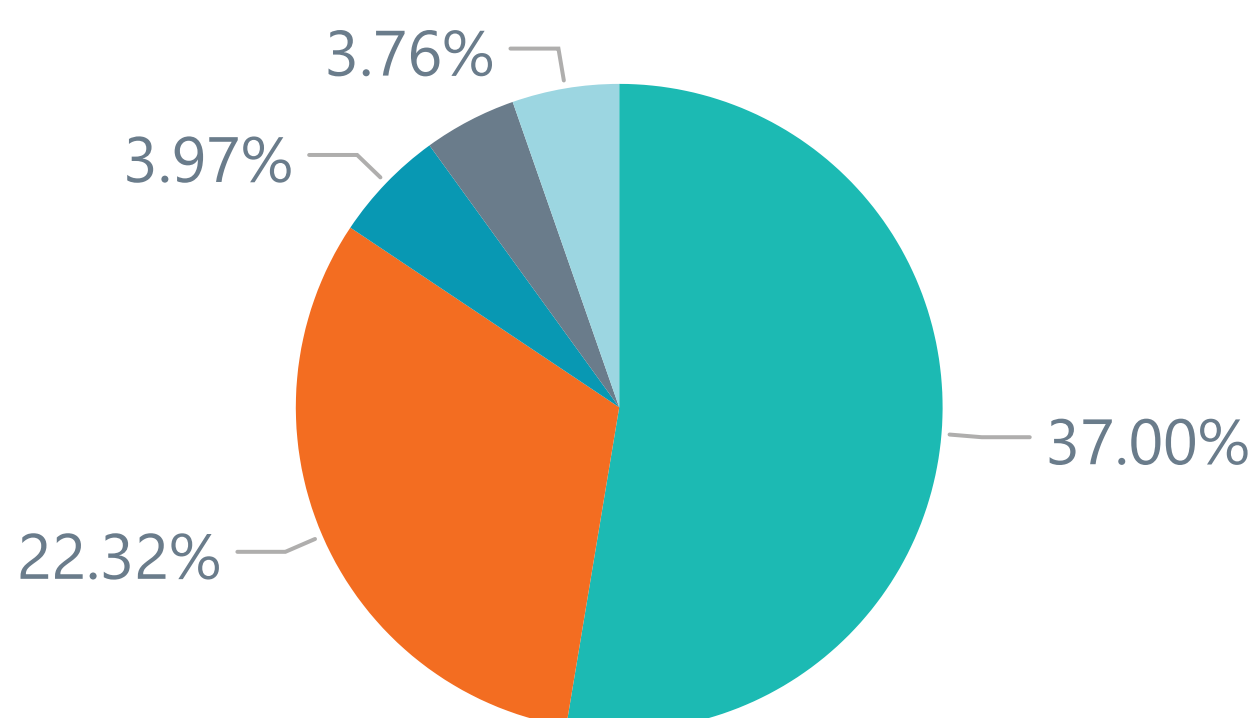
by percentage of job opportunities



- Private company
- Non-profit
- Public company
- Sole proprietorship
- Government agency

Top 5 Company Sizes

by percentage of job opportunities

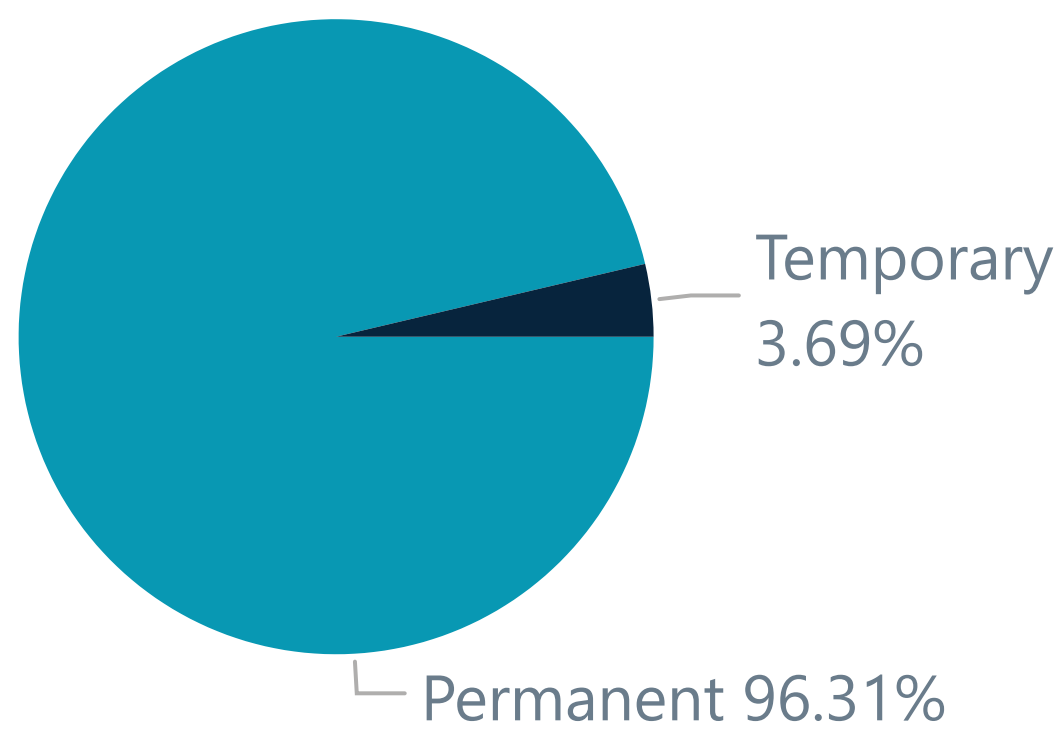


- 1 to 100
- 101 to 500
- 501 to 1,000
- 5,001 to 10,000
- 10,001 +

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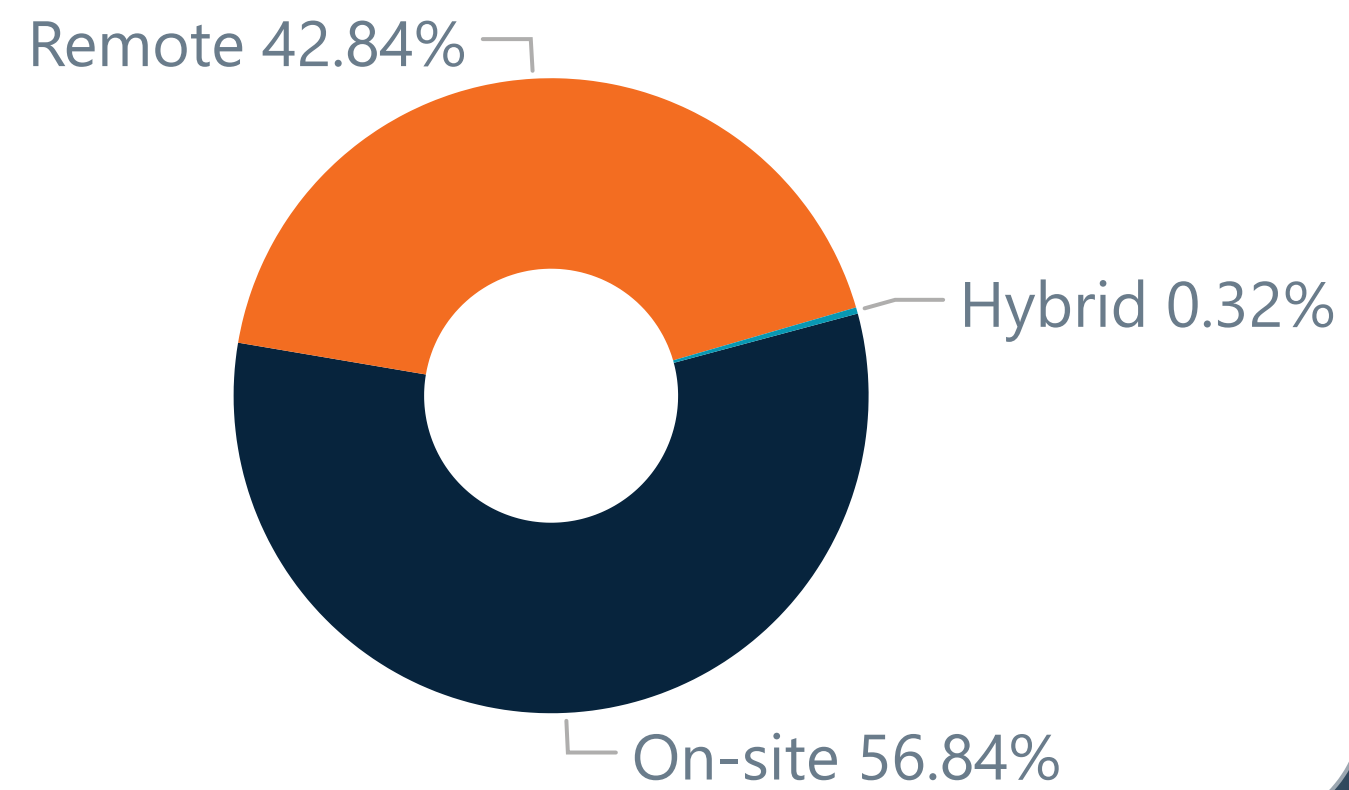
Employment Type

percentage of job opportunities



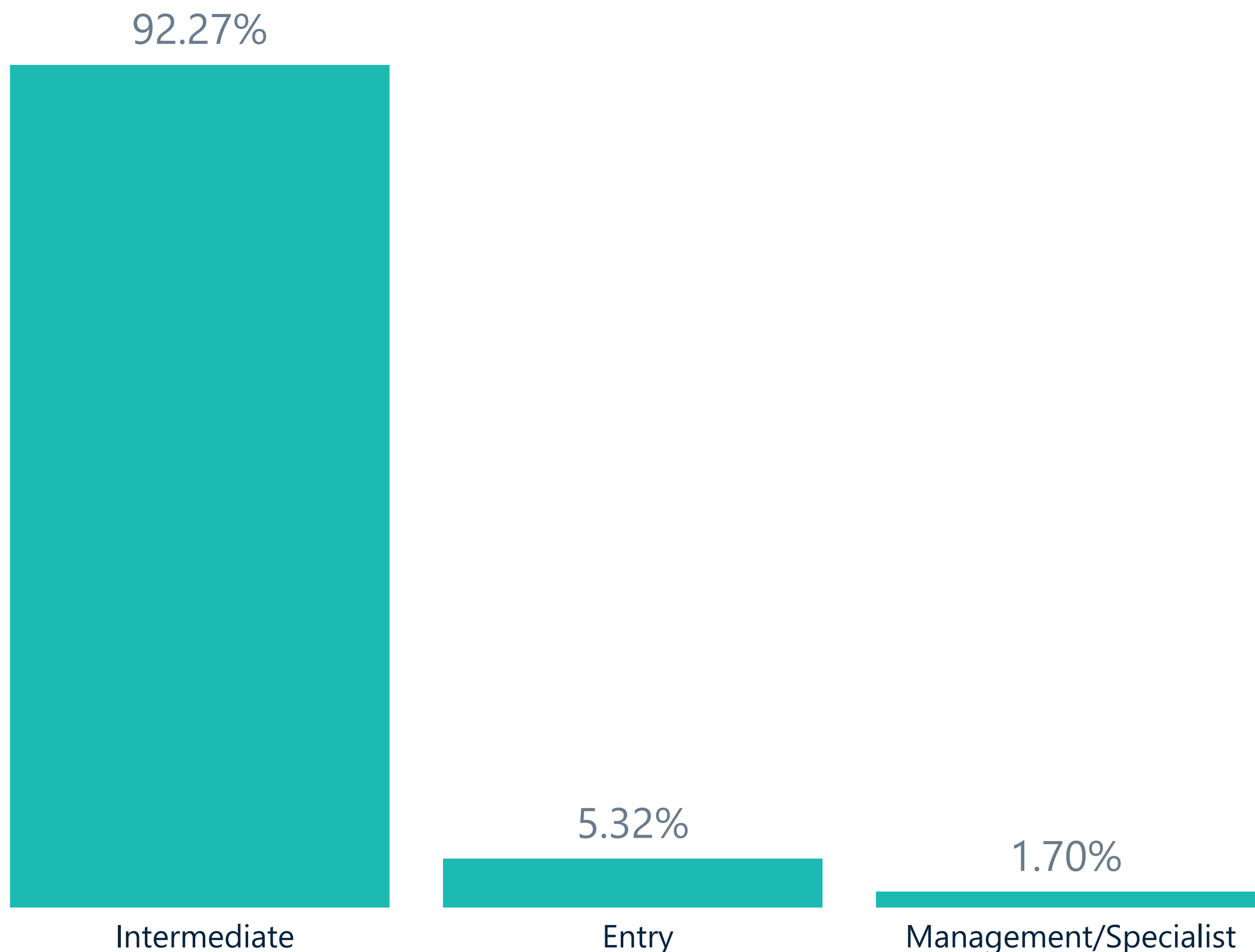
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

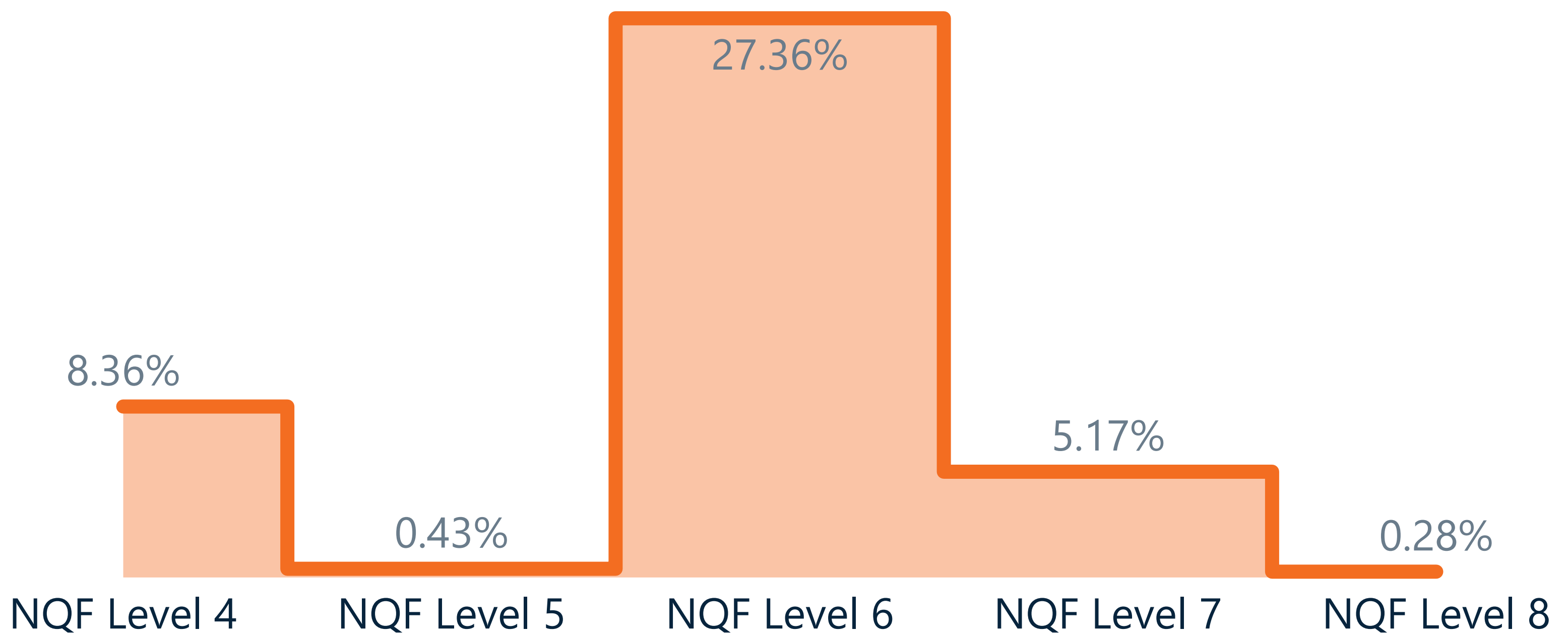
by percentage of job opportunities



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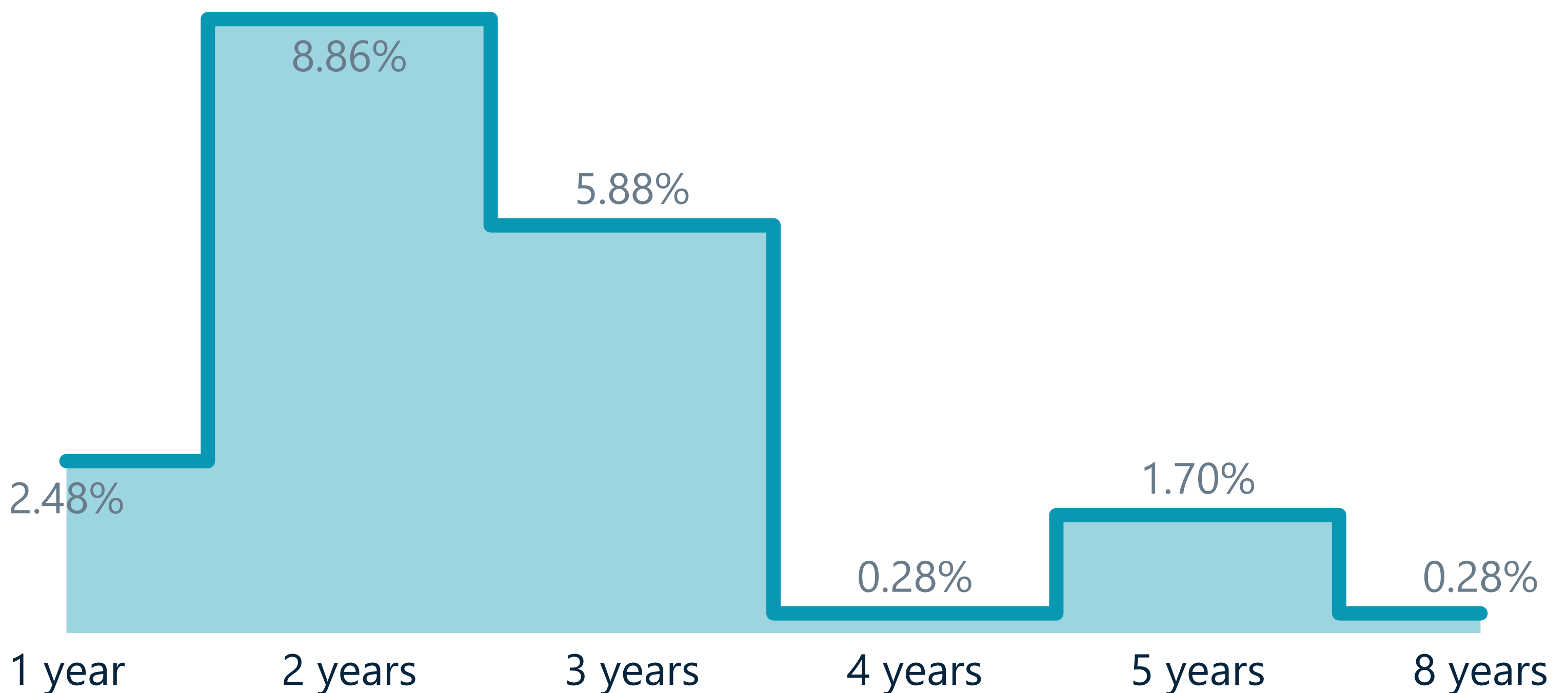
Top 5 Minimum Qualification Level

by percentage of job opportunities



Top 5 Minimum Years Experience

by percentage of job opportunities





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Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	2
Service Orientation	
Actively looking for ways to help people.	3
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	4
Coordination	
Adjusting actions in relation to others' actions.	5
Social Perceptiveness	
Being aware of others' reactions and understanding why they react as they do.	6
Management of Personnel Resources	
Motivating, developing, and directing people as they work, identifying the best people for the job.	7
Speaking	
Talking to others to convey information effectively.	8
Judgment and Decision Making	
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	9
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	10
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	10



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Top 5 Required Knowledge

Administration and Management	
Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	1
Computers and Electronics	
Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	2
Economics and Accounting	
Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.	3
Customer and Personal Service	
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	4
Administrative	
Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	5



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Top 10 Required Technology Skills

Internet browser software	
Google Chrome	1
Google	4
Word processing software	
Microsoft Word	2
Spreadsheet software	
Microsoft Excel	3
Electronic mail software	
Microsoft Outlook	5
Video creation and editing software	
YouTube	5
Accounting software	
Tax software	7
Database user interface and query software	
Front Desk	7
Graphics or photo imaging software	
Canva	7
Instant messaging software	
Instagram	7
Tax preparation software	
Tax software	7
Video conferencing software	
Zoom	7
Web page creation and editing software	
Instagram	7