



Executive Secretaries and Executive Administrative Assistants



Ranked

4

by count of job opportunities

Percentage

3.49%

of all job opportunities

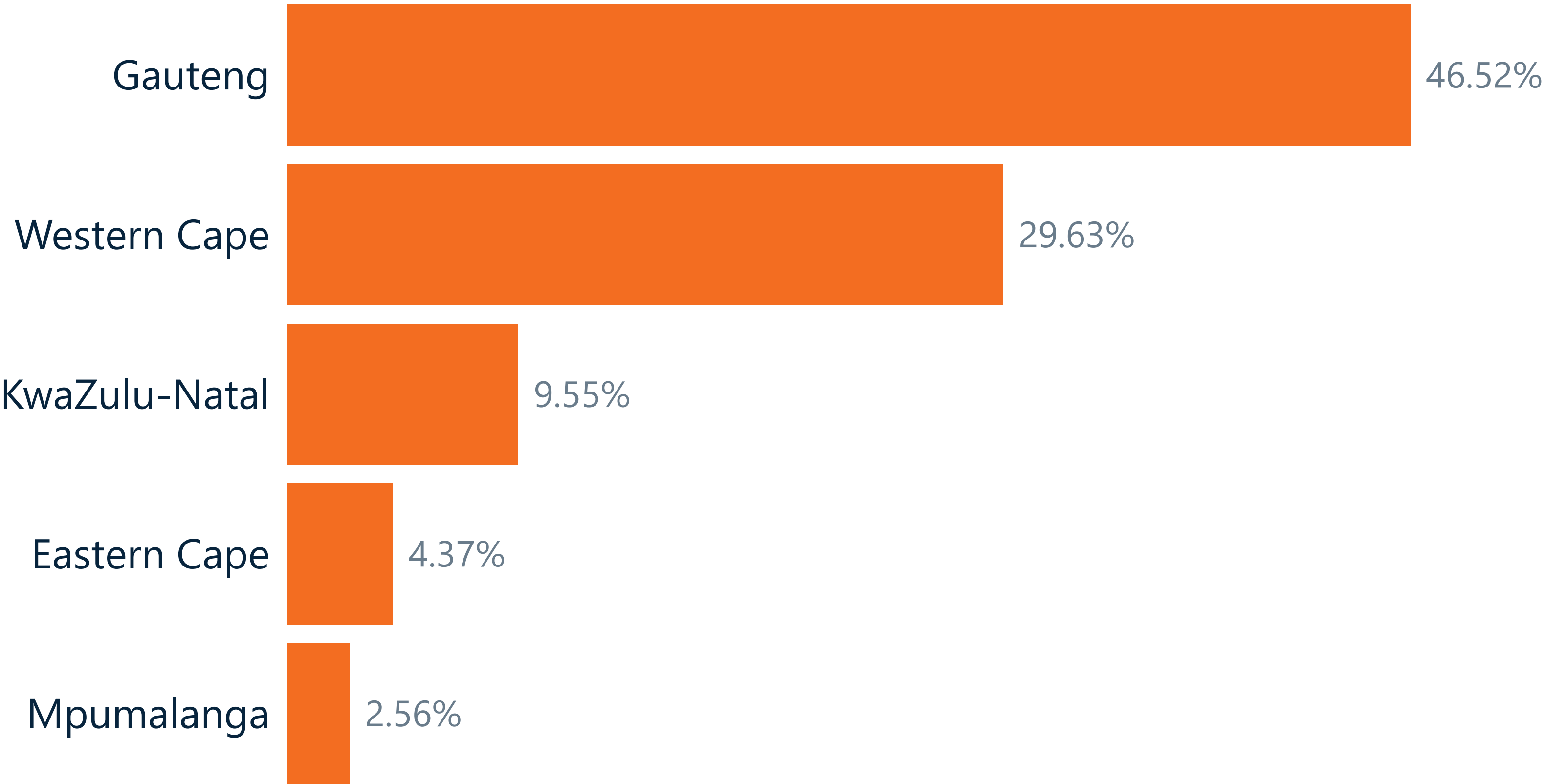
Hard-to-Fill

16.68%

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

Top 5 Provinces

by percentage of job opportunities





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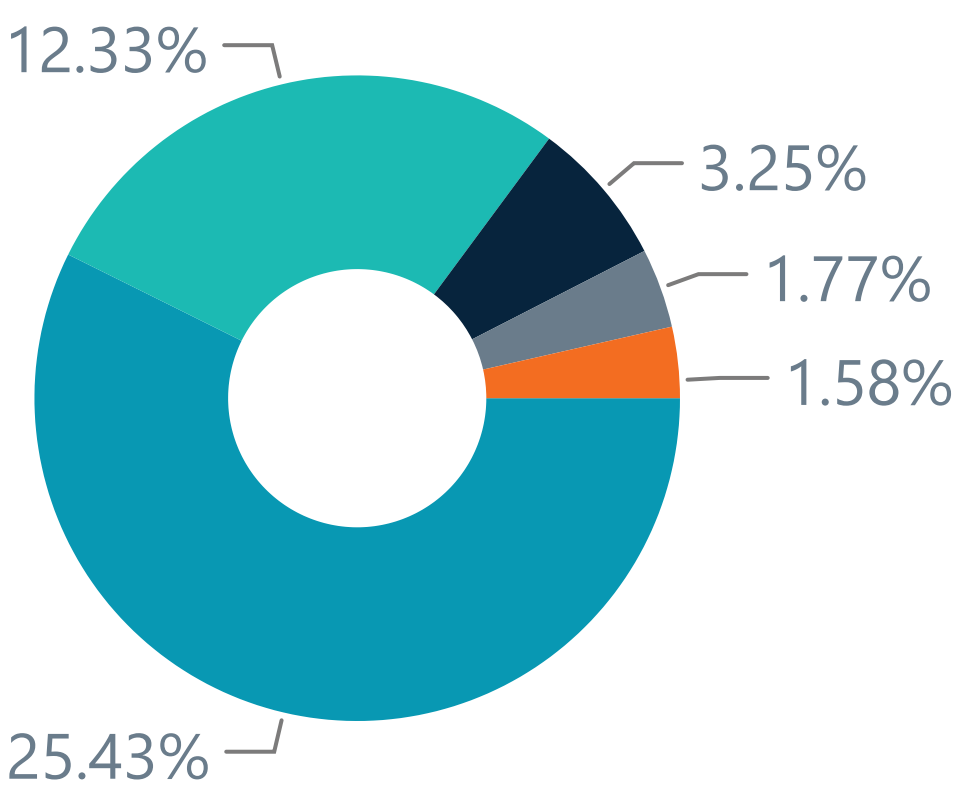
Top 5 Industries

by percentage of job opportunities

Administrative and support activities	22.28%
Financial and insurance activities	12.17%
Professional, scientific and technical activities	9.93%
Information and communication	5.64%
Wholesale and retail trade	5.63%

Top 5 Company Types

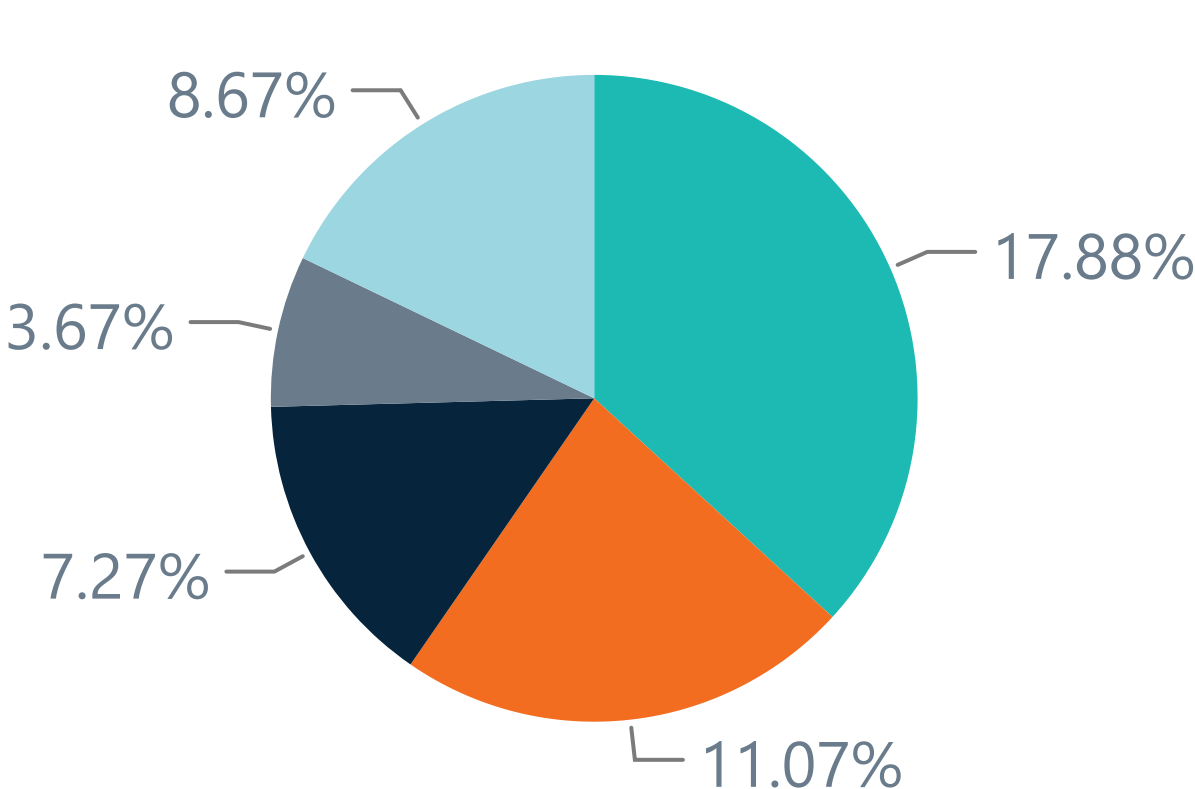
by percentage of job opportunities



- Private company
- Public company
- Government agency
- Partnership
- Sole proprietorship

Top 5 Company Sizes

by percentage of job opportunities



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

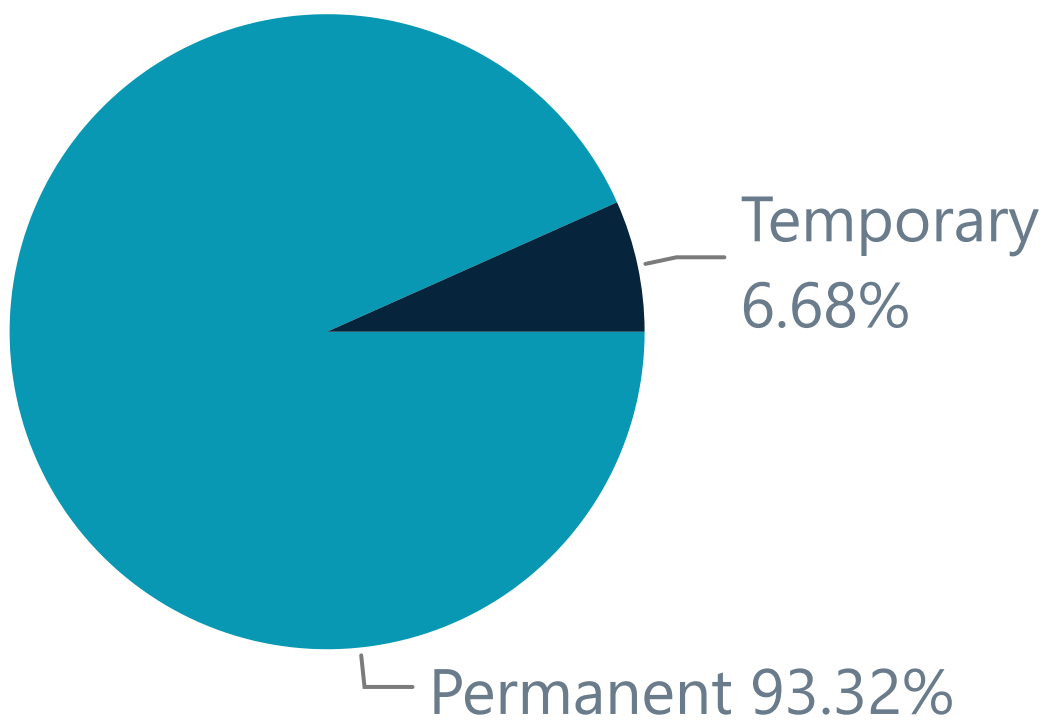


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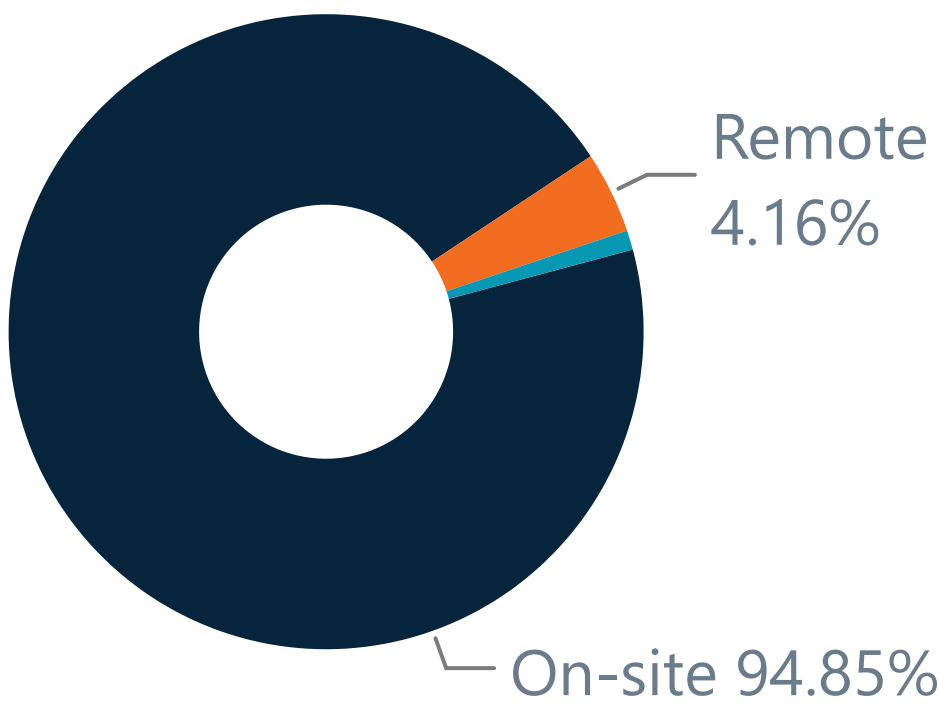
Employment Type

percentage of job opportunities



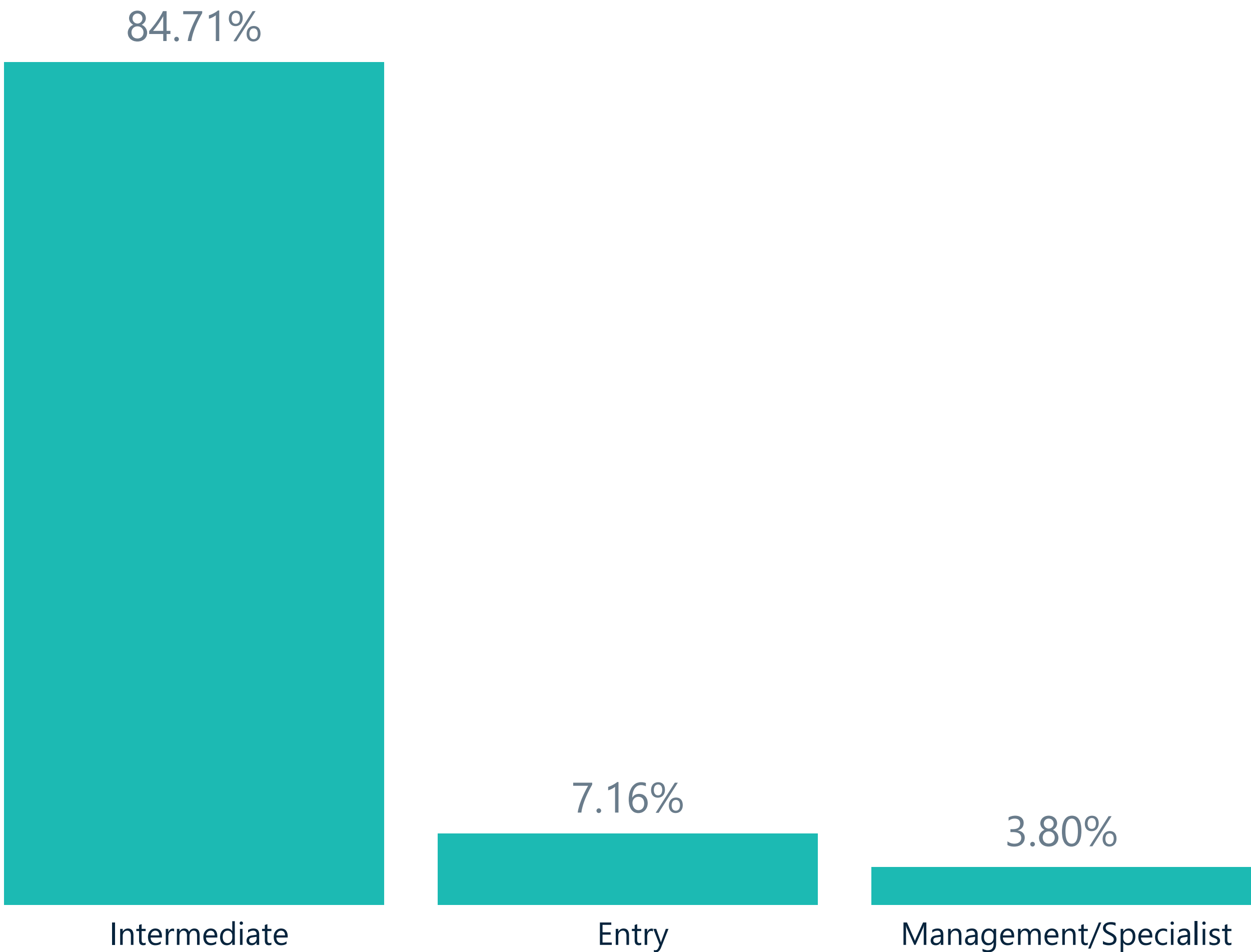
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

by percentage of job opportunities



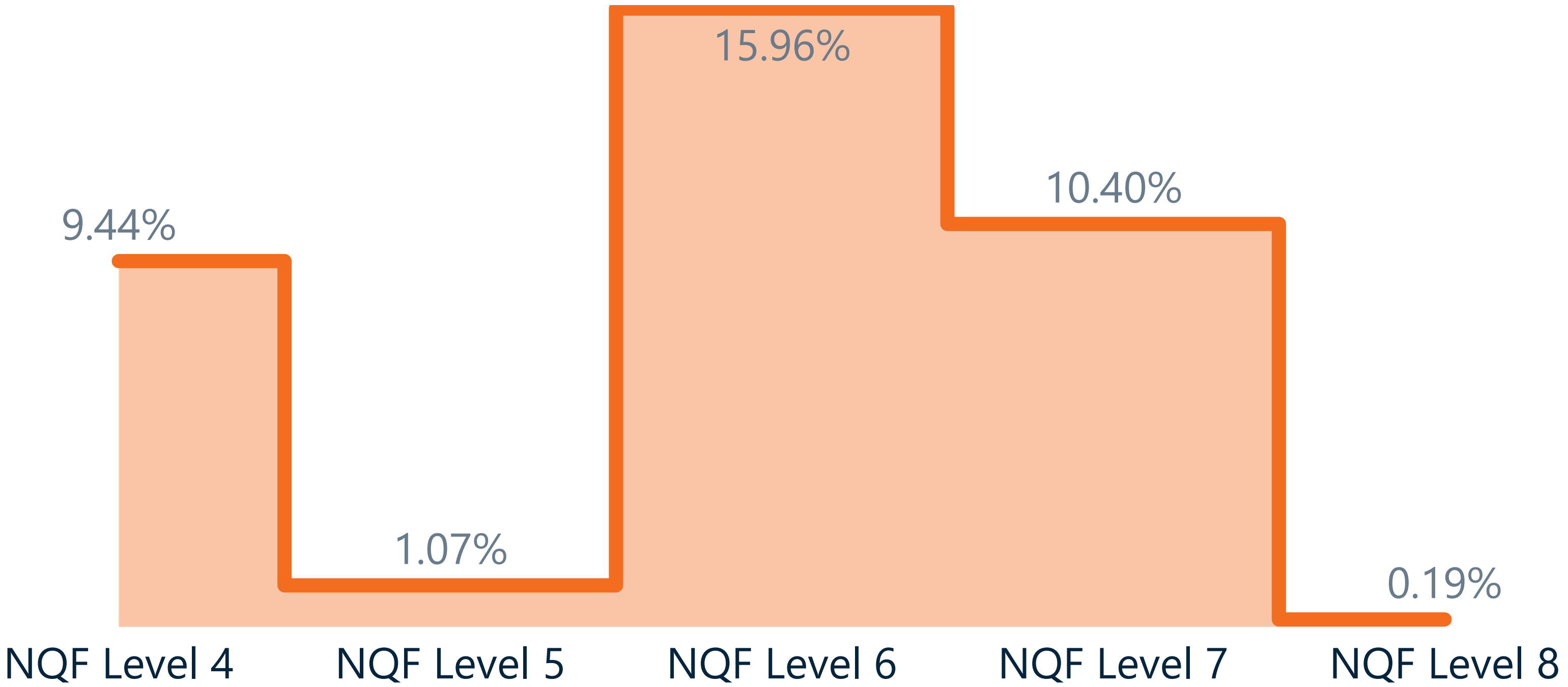


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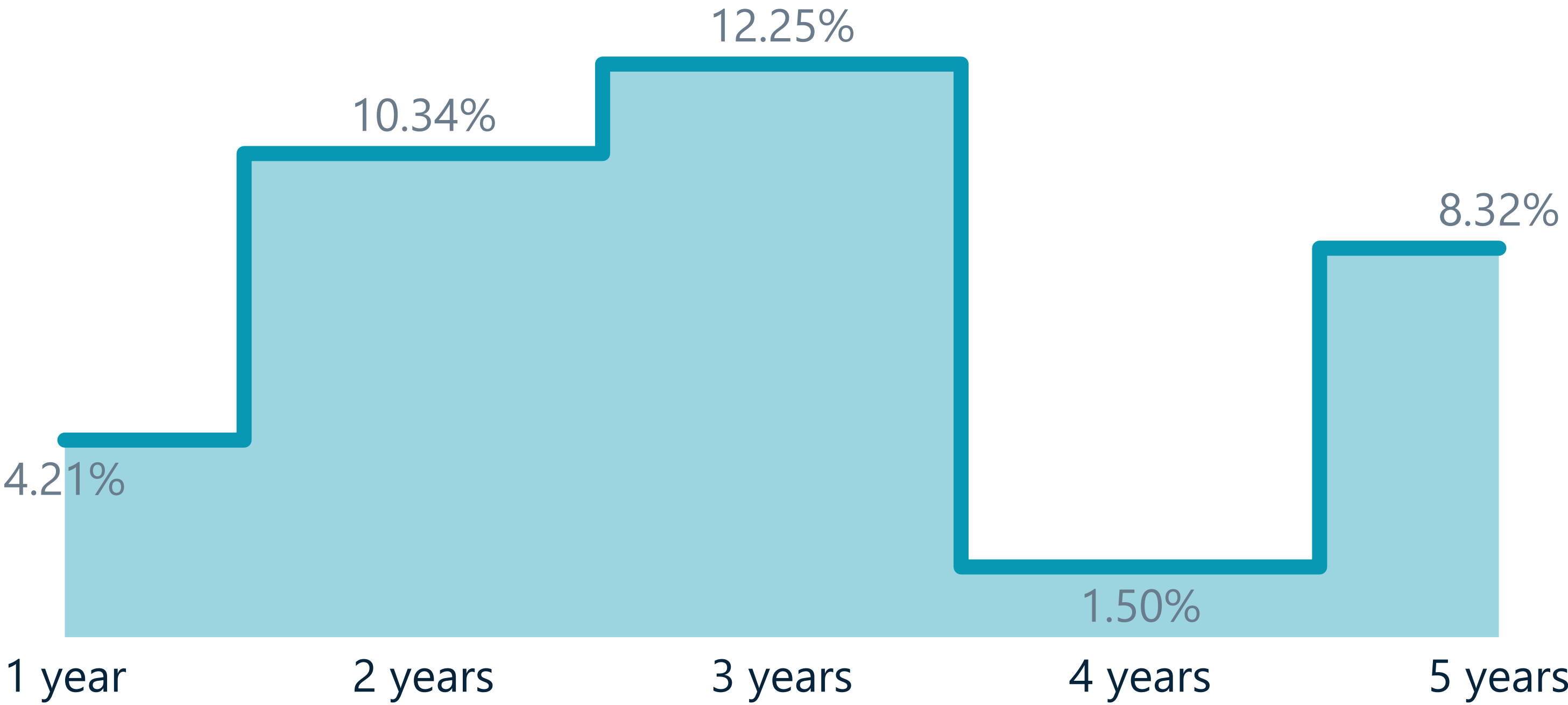
Top 5 Minimum Qualification Level

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
Systems Analysis	
Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	3
Service Orientation	
Actively looking for ways to help people.	4
Quality Control Analysis	
Conducting tests and inspections of products, services, or processes to evaluate quality or performance.	5
Coordination	
Adjusting actions in relation to others' actions.	6
Learning Strategies	
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	7
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	8
Operations Monitoring	
Watching gauges, dials, or other indicators to make sure a machine is working properly.	9
Operations Analysis	
Analyzing needs and product requirements to create a design.	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
Communications and Media	
Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.	2
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.	3
Administrative	
Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	4
Public Safety and Security	
Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.	5



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Top 10 Required Technology Skills

Internet browser software	
Google	1
Spreadsheet software	
Microsoft Excel	2
Google Sheets	6
Graphics or photo imaging software	
Canva	3
Web page creation and editing software	
Facebook	4
Word processing software	
Microsoft Word	5
Analytical or scientific software	
Google Analytics	7
Data mining software	
Google Analytics	7
Sales and marketing software	
Google Ads	7
Video conferencing software	
Zoom	10