

Secretaries and Administrative Assistants

SOC: 43-6000 • Career Profile Report

■ Key Facts

\$47,460

Median Salary

3,453,100

Employment

+0.0%

Growth Rate

■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Medium Risk - 50.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

■■ Work-Life Balance

7.3/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Decision-making skills, Interpersonal skills, Organizational skills, Writing skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Secretaries and Administrative Assistants perform **office support tasks to help organizations operate efficiently**. They manage schedules, handle correspondence, organize files, and assist with administrative duties. Their work is critical in ensuring smooth communication, workflow, and organization in offices.

This career is well suited for individuals who enjoy organization, multitasking, and providing administrative support.

What Do Secretaries and Administrative Assistants Do?

These professionals handle administrative and clerical tasks to support executives, managers, and office operations.

Common responsibilities include:

- Managing schedules, appointments, and meetings
- Answering phones, emails, and correspondence
- Organizing, filing, and maintaining records and documents
- Preparing reports, presentations, and office communications
- Coordinating office operations and workflow
- Assisting with travel arrangements and event planning
- Supporting staff with administrative and clerical needs

Key Areas of Administrative Support

Secretaries and administrative assistants may focus on specific office functions, departments, or executive support:

- Executive and Office Support: Assisting managers or executives with administrative tasks
- Communication Management: Handling correspondence and information flow
- Document and Record Management: Organizing files and maintaining accurate records
- Scheduling and Coordination: Planning meetings, appointments, and events
- Office Operations and Assistance: Supporting staff, managing supplies, and maintaining office efficiency

Skills and Abilities Needed

These professionals combine organizational, communication, and technical skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires formal education and practical office experience:

- High School Diploma or GED (minimum): Basic literacy, math, and office skills
- Postsecondary Education or Training (optional): Business administration or office management programs
- On-the-Job Training: Practical experience with office procedures, software, and communications
- Professional Development: Training in advanced office technology, communication, or administrative procedures
- Continuing Education: Staying current with office software, technology, and management practices

Where Do Secretaries and Administrative Assistants Work?

They are employed in virtually all organizations and industries requiring administrative support:

- Corporate Offices and Businesses
- Government Agencies
- Educational Institutions
- Healthcare Facilities

- Nonprofit and Community Organizations

Work environments include offices, administrative centers, schools, and healthcare facilities.

Is This Career Difficult?

This career requires organization, multitasking, and attention to detail. Administrative professionals must manage multiple tasks, support staff effectively, and maintain professionalism in a fast-paced environment.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy organizing, scheduling, and managing office tasks
- Have strong communication and interpersonal skills
- Can multitask and prioritize effectively
- Are detail-oriented and reliable
- Want a career supporting organizational efficiency and operations

How to Prepare Early

- Take courses in business, office administration, or computer applications
- Gain experience through internships, volunteering, or part-time office work
- Develop skills in communication, organization, and computer software
- Learn office procedures, scheduling, and recordkeeping
- Explore training programs or certifications in administrative support

Secretaries and administrative assistants keep offices organized, support staff and executives, and ensure smooth operations, contributing to the overall efficiency and effectiveness of organizations.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>