



Executive Secretaries and Administrative Assistants

What do they do?

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, and boards of directors.

What qualifications do they need?

Typically, executive secretaries and administrative assistants need previous work-related skills, knowledge, and/or experience. In addition, most occupations require training in vocational schools, related on-the-job experience, some college or an associate's degree.



Wages and Job Growth

	NYC JOBS IN 2008	EXPECTED GROWTH TO 2018	AVERAGE OPENINGS PER YEAR		ENTRY LEVEL	MID-LEVEL	EXPERIENCED
Executive Secretaries and Administrative Assistants	80,480	1%	1,160	Hourly Wage	\$19.06	\$25.68	\$30.87
All NYC Occupations	3,586,410	1%	238	Annual FT Equivalent	\$39,645	\$53,414	\$64,210

SOURCE | NYCLMIS analysis of New York State Department of Labor, Occupation Employment Statistics.

■ Better than average
 ■ About average
 ■ Worse than average

Where would I go to get training?

Certified training providers in New York City include: Clinton Institute, Alliance Computing Solutions (ACS), PRO DATA INC., SAM Consulting Services Inc., BUSTELO INSTITUTE, TECHNOLOGY CAREER SERVICES, ABLE TECHNOLOGIES INC., New Technologies Information Institute, New York City College of Technology (CUNY), Cambridge Business Institute, Focus Career Group, Inc.

For more information, see www.nyc.gov/trainingguide.

What kinds of companies do they work for?

City government, colleges and universities, banks and investment banks, and corporate headquarters.

Who are some of the largest employers in New York City?

- **Bronx.** Bronx Dist Attorney, H W Wilson Company, Parkchester South Condominium, Paryag Mahichand, Legal Aid Society
- **Brooklyn.** Health Plus, Sovereign Bank, Fillmore Real Estate, HSBC Bank, Farella Electric Inc., Nouveau Elevator
- **Manhattan.** Time Inc, Capital Brokers Corp, Emigrant Financial Svc, Proskauer Rose LLP, Ernst & Young LLP
- **Queens.** Official Ministorage Systems, Five Star Electric Corp, Ridgewood Savings Bank, Welsbach Electric, World Journal
- **Staten Island.** Chelsea Finance, Advance Publications Inc., ADCO Electric Corp, Nationwide Publications

SOURCE | New York State Department of Labor.

What job titles might employers use in help-wanted ads?

Executive Assistant, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary.