

# Careers in secretarial and office work.

## Kogan Page - Company Secretary [Job Description, Salary & Benefits]



Description: -

- Careers in secretarial and office work.

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Kogan Page careers series Careers in secretarial and office work.

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### Types of Jobs That Can Be Found Under Office Administration

Within every occupation, earnings vary by experience, responsibility, performance, tenure, and geographic area. Employment projections data for secretaries and administrative assistants, 2019-29 Occupational Title SOC Code Employment, 2019 Projected Employment, 2029 Change, 2019-29 Employment by Industry Percent Numeric SOURCE: U.

### Secretaries and Administrative Assistants: Jobs, Career, Salary and Education Information

Medical and legal secretaries' training may last several months as they learn industry-specific terminology and practices. These office duties may vary depending on the size of the company. The link s below go to OES data maps for employment and wages by state and area.

### Secretary or Administrative Assistant Career Profile

These clerks typically require a high school diploma, while bookkeepers, accountants, and auditing clerks require some postsecondary education. Employment in the detailed occupations that make up secretaries and administrative assistants was distributed as follows: Secretaries and administrative assistants, except legal, medical, and executive 2,250,200 Medical secretaries and administrative assistants 623,400 Executive secretaries and executive administrative assistants 593,400 Legal secretaries and administrative assistants 171,800 The largest employers of secretaries and administrative assistants were as follows: Healthcare and social assistance 23% Educational services; state, local, and private 15 Professional, scientific, and technical services 12 Government 8 Religious, grantmaking, civic, professional, and similar organizations 6 Secretaries and administrative assistants work in nearly every industry. Training Secretaries and administrative assistants typically learn their skills through short-term on-the-job training, usually lasting a few weeks.

### Secretary or Administrative Assistant Career Profile

However, if you would like to correct a typo or other technical error, you can reach us at.

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## Related Books

- [Ren, she hui, wen hua - shi dai bian ge de si xiang zhi lu](#)
- [Minutes of the South Carolina Annual Conference of the African M. E. Church, 1865, 1866, 1867](#)
- [Irhāb al-siyāsī - dirāsah tahlīlīyah](#)
- [Reforma universitaria de ayer y de hoy](#)
- [Advertising expenditure, 1952](#)