

Executive Secretaries and Executive Administrative Assistants

43-6011.00



Description: Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence.

Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

Sample of Reported Job Titles: Administrative Aide, Administrative Assistant, Administrative Associate

Job Zone

Title: 3 - Medium Preparation Needed

Education: Require training in vocational schools, related on-the-job experience, or an associate's degree.

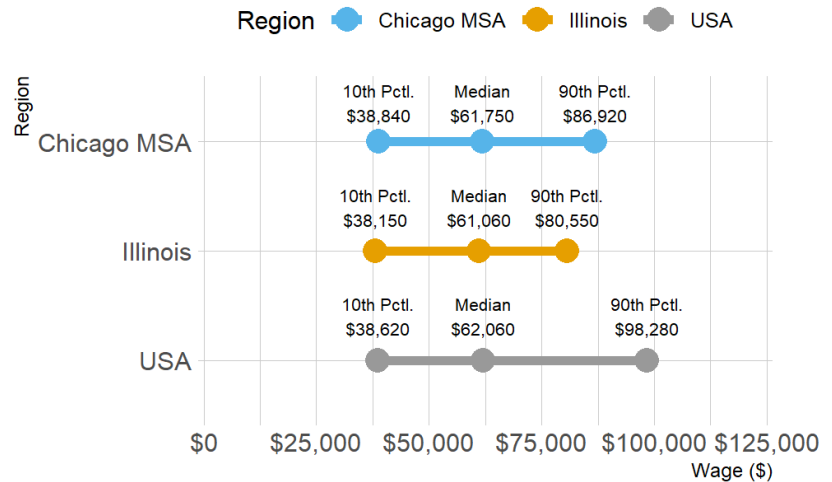
Experience: Previous work-related skill, knowledge, or experience is required.

Training: One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

Core Certifications: Registered Parliamentarian, Professional Administrative Certification of Excellence, Certified Parliamentarian

Hot Technologies: Adobe Systems Adobe Acrobat, Adobe Systems Adobe Illustrator, Adobe Systems Adobe InDesign, Adobe Systems Adobe Photoshop, Apple macOS

Region	Employment	Location Quotient	Median Wage
Chicago MSA	15,510	1.11	\$61,750
Illinois	21,730	1.17	\$61,060
USA	466,910	—	\$62,060



Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Manage and maintain executives' schedules.	Daily	88
Make travel arrangements for executives.	More than yearly	85
Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.	Daily	83
Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.	Daily	82
Answer phone calls and direct calls to appropriate parties or take messages.	Hourly or more	81