



Explore a Career as a

# SECRETARY OR ADMINISTRATIVE ASSISTANT

## What do Secretaries and Administrative Assistants do?

As an administrative assistant working in the manufacturing industry, you will provide key support for businesses and their staff. Your duties could include general clerical tasks, such as drafting documents and answering telephones, as well as administrative jobs including scheduling and project management. Secretaries often use computer software to create spreadsheets, manage databases, and prepare presentations, reports and documents. They also may negotiate with vendors, buy supplies, and manage stockrooms or corporate libraries. Secretaries and administrative assistants also use videoconferencing, fax, and other office equipment. Secretaries and administrative assistants play an important role and are involved in many aspects of businesses.

## Training & Educational Opportunities

You will have plenty of employment opportunities as a secretary or administrative assistant, but first you will have to complete specific training and earn an associate degree. By completing courses in word processing, spreadsheets, and database software management, you will learn the skills necessary to get a job as a secretary or administrative assistant.

## As a Secretary/Administrative Assistant you will:

- Conduct general research
- Draft documents and correspondence
- Order office supplies
- Organize mail
- Proofread documents
- Provide telephone support
- Schedule appointments
- Transcribe notes and meeting notes

## Secretaries and Administrative Assistants are in demand in Livingston County!

Livingston County employment of secretaries and administrative assistants will grow through 2020. This is a role that is always needed in businesses and corporations.

# Secretary/ Administrative Assistant

## Training Providers

The following certified training providers offer secretary/administrative assistant training programs:

- Heartland Community College
- Illinois Central College
- Joliet Junior College
- Kankakee Community College

Career scholarships may be available if you qualify.



## Types of Employers

There are many types of manufacturing companies that hire secretaries and administrative assistants in Livingston County, including:

- Aerospace parts manufacturers
- Food manufacturers
- Forging and stamping businesses
- Hardware manufacturers
- Machinery manufacturers
- Machine shops
- Motor vehicle parts manufacturers
- Transportation equipment manufacturers

## Wages & Openings

### Secretary/Administrative Assistant Employment Data for Livingston County

Average Starting Hourly Wage	\$10.24
Average Hourly Wage With Experience	\$27.08
Average Annual Job Openings Livingston County	19
Annual Job Openings Bloomington Peoria Region	371

## Opportunities

After you receive your degree as a secretary or administrative assistant, you will have many opportunities for advancement. Some opportunities include:

- Executive Assistant
- Front Desk Supervisor
- Office Manager
- Production Supervisor



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[livingstonworkforceservices.weebly.com](http://livingstonworkforceservices.weebly.com)  
309-268-8280

