



Explore a Career as an

EXECUTIVE SECRETARY OR EXECUTIVE ADMINISTRATIVE ASSISTANT

What do Executive Secretaries and Executive Administrative Assistants do?

Working as an executive secretary or executive administrative assistant, you will provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. You may also train and supervise lower level clerical staff. You may provide support to top-level management for a variety of different types of businesses such as legal services, technology companies, or management companies. To excel in this career, you must have the ability to listen, provide excellent customer service, solve problems, and demonstrate attention to detail and strong office computer skills. These support staff plan, coordinate, and oversee a broad range of functions that allow executives to operate efficiently.

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

Livingston County employment of executive secretaries and executive administrative assistants is expected to grow through the year 2020.

Training & Educational Opportunities

You will have many opportunities for employment as an executive secretary or executive administrative assistant, but first you will need to complete specific training by learning on the job or completing college courses to earn a certificate. Executive secretaries usually need several years of related work experience.

As an Executive Secretary or Executive Administrative Assistant you will:

- Attend meetings to record minutes
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate calendars, make travel arrangements, and oversee meeting arrangements
- Resolve customer complaints or answer customers' questions regarding policies and procedures
- Screen phone calls and emails and direct them to appropriate parties or provide a response
- Use software to create presentations and reports

Executive Secretary or Executive Administrative Assistant

Training Providers

The following certified training providers offer programs and certifications to train for a career as an executive secretary or executive administrative assistant:

- 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 different types of companies that employ executive secretaries and executive administrative assistants in Livingston County, including:

- Accounting firms
- Consulting companies
- Insurance companies
- Hospitals
- Non-profit organizations
- Universities

Wages & Openings

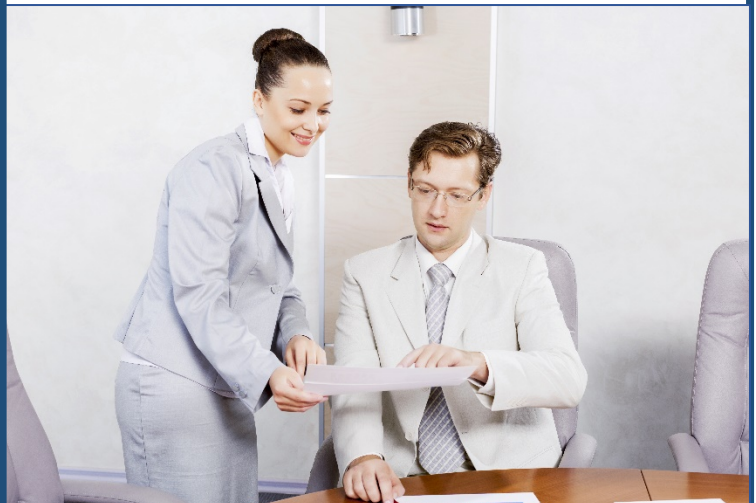
Executive Secretary and Executive Administrative Assistant Employment Data for Livingston County

Average Starting Hourly Wage	\$16.78
Average Hourly Wage With Experience	\$39.02
Average Annual Job Openings Livingston County	~10
Annual Job Openings Bloomington Peoria Region	123

Opportunities

After you complete your training as an executive secretary or executive administrative assistant, you will have many opportunities for advancement including:

- Customer Service Manager
- Office Manager
- Project Manager
- Supervisor of Office and Administrative Support Workers



Livingston Workforce Services

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