



Explore a Career as a

# SECRETARY/ADMINISTRATIVE ASSISTANT

## What do Secretaries and Administrative Assistants do?

As a secretary or administrative assistant working in the professional services 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 and administrative assistants 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. Overall they play an important role and are involved in many aspects of businesses.

## Secretaries/Administrative Assistants are in demand in Kankakee County!

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

## Training & Educational Opportunities

You will have plenty of employment opportunities as an administrative assistant, but first you will need to complete specific training and earn a certificate or 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 or Administrative Assistant you will:

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

# Secretary/Administrative Assistant

## Training Provider

The following certified training provider offers secretary or administrative assistant training programs:

- Kankakee Community College

Career scholarships may be available if you qualify.



## Types of Employers

There are many different types of companies that hire secretaries and administrative assistants in Kankakee County:

- Accounting firms
- Consulting companies
- Healthcare organizations
- Insurance companies
- Schools

## Wages & Openings

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

Average Starting Hourly Wage	\$10.07
Average Hourly Wage With Experience	\$24.22
Average Annual Job Openings Kankakee County	72
Average Annual Job Openings Chicago Metro	4,611

## Opportunities

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

- Executive Assistant
- Front Desk Supervisor
- Office Manager



**Kankakee Workforce Services**  
[www.kcc.edu/wioa](http://www.kcc.edu/wioa)  
815.802.8963

