



# Explore a Career as a **SECRETARY/ADMINISTRATIVE ASSISTANT**

## **What do Secretaries and Administrative Assistants do?**

Secretaries and administrative assistants provide key support for businesses and their staff. They 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. Secretaries and administrative assistants also use videoconferencing, copy machines, and other office equipment. Specific job duties vary by experience, job title, and specialty. This is an important role that is involved in many aspects in a company or business.

## **Secretaries and 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 transportation, distribution, and logistics companies.

## **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 spreadsheet computer programs, word processing computer programs, and communications, 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
- Provide telephone support
- Schedule appointments
- Transcribe notes and meeting notes

# Secretary/ Administrative Assistant

## Training Providers

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

- Kankakee Community College

Career scholarships may be available if you qualify.



## Types of Employers

There are many different types of employers that hire secretaries/administrative assistants in Kankakee County, including:

- Construction companies
- Manufacturing companies
- Transportation and warehousing companies
- Utilities



## 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 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**  
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