

# Office Assistant

## Career Profile

### Roles & Responsibilities

Office Assistants provide professional support to managers and play a crucial role in the efficient operation of a business. Office Assistants are responsible for a variety of administrative tasks like maintaining office calendars, managing records, and formatting documents. Office assistants also help with special projects as needed. Employment for this career is expected to grow 12% through 2020.

### Similar Job Titles

- Administrative Assistant
- Receptionist
- Coordinator
- Bookkeeper

### Work Environment

The Office Assistants work in every business function including operations, management, marketing, human resources, and accounting. The job is administrative in nature, centered on computer and office technologies. Most Office Assistants work full time in both large and small businesses.

### Training Requirements

Most employers seek candidates with office experience, computer and communication skills. Obtaining formal training such as a degree or certification indicates a universal skill level and is viewed favorably by most employers.



### Program at a Glance

SJVC's Business Administration program provides training in the following areas:

- Office Management
- Business Operations
- Marketing
- Accounting
- Economics
- Computer Applications
- Business Writing & Communication
- Business Ethics

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm> (visited June 12, 2012).