



Average annual wage 55 800,00\$

Qualification generally required

- Secretarial Studies
- Office System Technology

Skills required

- Professionalism
- Ability to prioritize
- Proactive approach
- Interpersonal skills
- Mastery of written and spoken language

Other requirements and assets

- University certificate in commerce
- Bilingualism

Occupation category Administration

Administrative assistant

Alternative names : Secretary, Office clerk, etc.

Administrative assistants support mining company managers and professionals as they perform various tasks. They use computers to prepare, revise and re-read correspondence, invoices, presentations, brochures, publications, reports and other related documents, using dictated or handwritten notes. They manage the diary, prepare agendas for meetings, attend meetings and draw up minutes. They open and distribute paper and electronic mail and the other documents received, and coordinate the circulation of information within the company and with other services and organizations. They answer requests for information made by telephone or e-mail and forward calls and messages. They may also establish and maintain manual and computerized systems for filing information.

Specific job conditions

- The work is generally performed in an office environment and requires an ability to

concentrate and work methodically.
