CAREER PATHWAY: ADMINISTRATIVE ASSISTANT

What do they do? Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

People with these roles and responsibilities are also called: Administration Assistant, Administrative Assistant, Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk, Office Coordinator, Customer Service Representative

Some typical job duties include:
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Communicate with customers, employees, and others to answer questions, share or explain information, take messages or orders, and address complaints.
- Maintain and update filing, inventory, mailing, and database systems.
- Open, sort, and route incoming mail, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities and business transactions.
- Compute, record, and proofread data, records, or reports.
- Complete work schedules, manage calendars, and arrange appointments.

HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE: $34,580

HOW MUCH DO THESE JOBS PAY IN OHIO?

7,760
Annual projected job openings

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Associate ($20,000–$35,000) | Specialist ($30,000–$75,000) | Managerial ($50,000–$100,000)

Office Clerk | Secretary/Administrative Assistant | Office Manager

REQUIRED FOR ENTRY: High School Diploma, Short-term OTJ Training
REQUIRED FOR ADVANCEMENT: Associate’s Degree or Multiple Years Related Work Experience
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CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Office Clerk Certificate
Offered by many community and four-year colleges

Associate of Applied Science in Office Management
Two-year program offered by many community and four-year colleges

Visit insurancecareers.org to learn about the many career opportunities available in the insurance industry!