Executive Assistant

Job Description: Executive assistants coordinate administrative procedures, public relations activities, research and analysis for governments, corporations, private firms, and associations.

Wage Range: $20.67 -- $40.87 / hr

BC Labour Market Outlook 2021-2031: Over 2,350 job openings throughout BC

- [Click here](#) to visit the WorkBC labour market outlook site

Future Opportunities:
Administrative director
Strategic Business Partners
Chief Administrative Officers

Northern Lights College

Skills and Competencies Courses:
Competencies in active listening, writing, speaking, and time management are vital skills for any administrative professionals. These skills transfer to many jobs and are valuable for everyone. *Click on the course titles below for more information:*

Course	Online-Self Directed	Online Instructor Lead	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
Time Management	●	●	●	●	●
Communication Strategies	●	●	●	●	●
Keys to Effective Communication	●	●		●	
Interpersonal Communication	●	●		●	
Effective Business Writing		●		●	
Writing Essentials		●		●	

Exploratory Courses:
These courses are a great start for those who are interested in pursuing a career as executive assistant. *Click on the course titles below for more information:*

Course	Online-Self Directed	Online Instructor Lead	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
Introduction to Microsoft Excel 2019/Office 365	●	●		●	
Accounting/Bookkeeping Basics					●
Introduction to Microsoft Access	●	●		●	
Administrative Assistant Fundamentals	●	●		●	
Administrative Assistant Applications	●	●		●	
Business Finance for Non-Finance Personnel		●		●	
Project Management Fundamentals	●	●		●	

Professional Development:
These courses are for those who are currently working or have worked in similar area as this that would like to advance in position and/or would like to grow their knowledge base. *Click on the course titles below for more information:*

Course	Online-Self Directed	Online Instructor Lead	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
Introduction to Crystal Reports		●		●	
Mastery of Business Fundamentals	●	●		●	
Sage 50 Level 1			●		
Building Teams That Work	●	●		●	
Project Management Fundamentals II	●	●		●	
Leadership	●	●		●	
Leadership Suite		●		●	
Leadership Excellence for Administrative Professionals		●	●	●	

[Fundamentals of Supervision and Management](#)	●	●		●	
[Fundamentals of Supervision and Management II](#)	●	●		●	

Online-Self Directed Offering: These courses are for those who have moderate computer experience and want a to be able to fit course work around their schedules. These courses are entirely done online with the majority of courses having a 3-month completion time frame. (with some exceptions) These courses can be enrolled in at any time.

Online Instructor Lead: These courses have a structured schedule and are instructor lead. This is a great option for those who have time in the schedules and who need some support of an instructor

Virtual Face to Face: These courses have a structured schedule and are conducted like a more traditional face to face course that allows instructor and students to communicate in real time and collaborate together in break out rooms.

Instructor Support Add On: These courses can have the option of instructor support added on to the course itself. This is the perfect option for those are new to online courses or just need a bit of extra support and check ins. This option would have more of a structured schedule.

In Class Face to Face: These courses are delivered in the traditional classroom setting. This option is great for courses that have hands on components as well as deeper discussions, role play and a more personal setting.

Customized Private Group Training: If you have a group of people that you want to train at one time, you can have a class that is just for your group. This can be for one course or a group of courses. Group trainings can also be customized to fit the needs of your group.

Northern Lights College