Other Administrative Service Managers

Job Description: Duties involve planning, organizing, directing, and controlling the administrative services of an organization, providing supportive services for record keeping, financing, human resources, records management and creating budget. They are also responsible for hiring and providing training to staff in their department

Wage Range: $25.64 -$50.00

BC Labour Market Outlook 2019-2029: Over 2,960 job openings throughout BC

- Click here to visit the WorkBC labour market outlook site

Future Opportunities:
Senior positions such as Director, Vice-President, or President with experience

Northern Lights College

Skills and Competencies Courses: Skills and competencies such as communication, effective writing and time management are what employers look for in their employees. These skills transfer over to a wide variety of job market sectors 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	●	●	●	●	●
Effective Business Writing		●		●	
Communication Strategies	●	●	●	●	●
Keys to Effective Communication	●	●		●	
Skills for Making Great Decisions	●	●		●	

Exploratory Courses: These courses are a great start for those who are interested in pursuing a career as administrative service manager.
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	●	●		●	
Introduction to Microsoft PowerPoint	●	●		●	
Introduction to Microsoft Access	●	●		●	
Introduction to MS Outlook	●	●		●	
Introduction to MS word 2019/Office 365	●	●		●	
Accounting/Bookkeeping Basics					●
Administrative Assistant Fundamentals	●	●		●	
Business Finance for Non-Finance Personnel		●		●	

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
Administrative Assistant Applications	●	●		●	
Administrative Assistant Suite		●		●	
Mastery of Business Fundamentals	●	●		●	
Intermediate Microsoft Word	●	●		●	
Intermediate Microsoft Excel	●	●		●	
Sage 50 Level 1			●		
Building Teams That Work	●	●		●	
Leadership	●	●		●	
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.

Northern Lights College

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.