



Position: Office Administrative Assistants

They are employed in law offices, legal departments of large firms, real estate companies, land title offices, and municipal, provincial and federal courts; doctor's offices, hospitals, medical clinics; and throughout the public and private sectors.

Occupation Fast Facts:

- The average wage for Office Administrative Assistants in British Columbia (B.C.) was \$22.71/hour in 2018
- In 2019, 34,056 people were employed as full or part time Office Administrative Assistants in B.C.
- Between 2019 and 2026, demand for Office Administrative Assistants is anticipated to rise slightly by 1% in B.C.
- In 2016 there were eight occupational programs focused on administrative services in B.C. and 3,515 completions that year.
- In 2018, 36% of all Office Administrative Assistant jobs in B.C. were in Legal Services.

Regional Job Profiles:

Location	2021 Forecasted Jobs	2018		
		Avg. Hourly Wage (\$)	Median Hourly Wage (\$)	Annual Median Wages (\$)
Whistler	121	22.10	21.81	45,358
Vancouver	9,282	22.54	22.10	45,975
Squamish	98	22.19	21.89	45,526
North Van	825	22.21	21.91	45,567
West Van	236	22.33	21.98	45,710

Stand Apart:



What makes your company a great place to work? Discuss your strengths, workplace culture, and any unique benefits to set your company apart.

Visit squamish.ca/tools-and-resources/ for more inspiration.

Regional Job Postings: January 2019 – January 2020

Location	Whistler	Squamish	West Van.	North Van.	Vancouver
Unique Postings	97	160	400	1,164	2,745
Posting Intensity	4:1	2:1	2:1	2:1	3:1
Posting Duration	21 days	16 days	23 days	21 days	24 days
Top Jobs Posted	Administrative Assistant	Administrative Assistant	Administrative Assistant	Administrative Assistant	Administrative Assistant
Education Mention	Unspecified, Bachelor's	Unspecified, High-School	Unspecified, Bachelor's	Unspecified	Unspecified
Experience Mention	Unspecified	Unspecified, 0-1 Years	Unspecified, 2-3 Years	Unspecified, 2-3 Years	2-3 Years
In-Demand Skills	Accounting	Medical Terminology	Accounting	Accounting	Accounting
Top Sites	Glassdoor.ca	Glassdoor.ca	Wowjobs.ca	Wowjobs.ca	Wowjobs.ca

Change Up Your Tactics:

Hard to hire? Try something new. Launch an employee referral program, work with a professional recruiter, partner with education providers, or leverage support from WorkBC.ca.

Want to learn more?

Contact economicdevelopment@squamish.ca to enquire about customized industry and labour data for your company.

Source: EMSI 2020

