



Latoya Stevens - 26

“There are a lot of misconceptions about this type of job. Many people think it is still some kind of 1950s version of typing, filing, and getting coffee. I don't relate to that version of the job. I am responsible for handling confidential information, resolving conflicts, representing executives, handling difficult requests, making adjustments on the fly, and keeping my boss always prepared for the next step. Trustworthiness, computer literacy, organization, and excellent communication skills are essential traits to be successful in this type of role.”

Occupation:

Executive Assistant

Salary:

\$45,089

Education:

High School Diploma
or Equivalent

Job Description:

Executive Secretaries and Executive Administrative Assistants provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.*



*Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Job Description:

SOC Code: 43-6011

Top Job Skills:

- Customer service
- Typing
- Purchase orders
- Record keeping
- Answer phone calls

General Work Activities:

- Mental Processes
 - Compile data or documentation
- Interacting With Others
 - Execute sales or other financial transactions
 - Make travel, accommodations, or entertainment arrangements for others
 - Manage clerical or administrative activities
 - Coordinate operational activities
 - Answer telephones to direct calls or provide information
 - Prepare business correspondence
 - Distribute incoming mail
 - Greet customers, patrons, or visitors
 - Order materials, supplies, or equipment
- Work Output
 - Prepare research or technical reports
 - Prepare documentation for contracts, transactions, or regulatory compliance

Source: SC Works Online Services (SCWOS)

LEARN MORE WITH SCWOS:

SC Works Online Services (SCWOS) is the state's largest job database and provides all of South Carolina's job postings from all major sites, including Monster and Career Builder, in one resource. SCWOS has thousands of positions listed by employers all over the state. To access SCWOS, visit jobs.scworks.org.

Find in-depth breakdowns of occupational statistics such as necessary job certifications, job skills and abilities, current job openings, overview of general work activities, and more by visiting [O*NET.org](https://www.o*net.org).

JOB STATISTICS:



Typical Wage Range

\$47,510 - \$68,270



Projected Growth

445/yr Job Openings



Employed In-State

4,210



Required Education

High School Diploma or Equivalent



Work Experience

Typically Requires Less Than Five Years



On-the-Job Training

Typically Requires None

***Source:** Occupational Employment and Wage Statistics (OEWS) and the U.S. Bureau of Labor Statistics.

EXAMPLES OF WORKFORCE AREAS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Midlands
- Trident
- Greenville
- Lowcountry
- Catawba
- Waccamaw

EXAMPLES OF EMPLOYERS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Beaufort Memorial
- Prisma Health
- S.C. Department of Motor Vehicles
- University of South Carolina
- Richland County School District One & Two
- Clemson University

RELATED OCCUPATIONS:

- Administrative Services Managers
- Human Resources Assistants, Except Payroll and Timekeeping
- Legal Secretaries and Administrative Assistants and Technicians
- Paralegals and Legal Assistants

NOTE: All data based on state averages. Information may vary depending on region, experience, and specific employment situation. **Last Updated:** 2024.