



**Task Title: Job Profile – Administrative Assistants**

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Use the Ontario Job Profiles website to find information about Administrative Assistants.

**Main Competency/Task Group/Level Indicator**

- Find and Use Information/Read continuous text/A1.2
- Use Digital Technology/D.2

**Materials Required:**

- Pen/pencil and paper
- Computer or digital device

Task Title: JobProfileAdministrativeAssistants\_E\_A1.2\_D.2

## Learner Information

Learning more about a specific job that interests you can help you in your job search.

Go to the Job Profile webpage for Administrative Assistants:

<https://www.services.labour.gov.on.ca/labourmarket-ui/jobProfile?nocCode=13110>

## Work Sheet

**Task 1: List three different names for administrative assistants.**

Answer:

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**Task 2: List an activity that administrative assistants perform.**

Answer:

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**Task 3: What is the educational requirement for this job?**

Answer:

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**Task 4: How many projected job openings are expected from 2024-2028?**

Answer:

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