**Business Productivity Software Applications**

**Labor market data**

Executive Secretaries and Executive Administrative Assistants (SOC 43-6011): Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).

Sample of Reported Job Titles: Administrative Aide, Executive Assistant, Administrative Secretary, Administrative Associate, Staff Assistant, Secretary to the Vice President, Personal Secretary, Office Assistant, Office Administrator, Management Assistant

As of 2017, there were 7,170 Executive Secretaries and Executive Administrative Assistants in San Diego County. They are projected to have 786 annual openings between 2017 and 2022. These openings are expected to result primarily from replacement needs, such as retirements or other separation factors.  Executive Administrative Assistants make median hourly earnings of $28.25, more than the self-sufficient wage ($13.09 per hour) for a single adult in San Diego County.

**Labor Market Projections**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SOC | Description | 2017 Jobs | 2022 Jobs | Annual Openings | Pct. 25 Hourly Earnings | Median Hourly Earnings | Pct. 75 Hourly Earnings |
| 43-6011 | Executive Secretaries and Executive Administrative Assistants | 7,170 | 7,171 | 768 | $22.92 | $28.25 | $35.08 |

There was an annual average of 668 online job postings for this position between Jan 1, 2015 and Dec 31, 2017.

**Online Job Postings in San Diego County**

|  |  |
| --- | --- |
| Year | # Online Job Postings |
| 2017 | 792 |
| 2016 | 884 |
| 2015 | 957 |
| 2014 | 656 |
| 2013 | 574 |
| 2012 | 440 |
| 2011 | 529 |
| 2010 | 510 |
| 7-year Average | **668** |