

Executive Assistant

Run the calendar, inbox and travel of a senior leader. You are the person who makes their week work.

TYPICAL PAY

\$72,000

a year, full time

PAY RANGE

\$54k to \$102k

starting to experienced

TIME TO QUALIFY

2 to 5 years

after high school

DEMAND

Moderate

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

Corporate head offices, law firms, hospitals, universities, government

How you get there

- 1 High school diploma** Grade 12
 English and computer courses matter most. Typing speed and clean writing are real hiring factors.
- 2 College diploma** 2 years
 A 2-year Office Administration, Executive diploma (Durham, Conestoga, Algonquin, Fanshawe and others) or a similar program like the Administrative Information Management diploma at SAIT (Southern Alberta Institute of Technology). Most include a work placement.
- 3 Administrative assistant** 2 to 4 years
 Support a team or department. Learn the company, the software and the politics.
- 4 Executive assistant** After 2 to 5 years
 Support one senior leader or a small executive team. Job Bank says employers usually want related administrative experience, and some ask for a degree.

Pros and cons

- + Cheap, short education with steady demand
- + Good pay at large employers, with pensions
- + A front-row seat to how a company runs
- Your day is driven by someone else's priorities
- Some executives expect you to be reachable after hours
- Your pay tops out unless you move into another role

Good to know

The title changed, the job grew

The job used to be called secretary. Today an executive assistant often manages budgets, plans events for hundreds of people and sits in on confidential meetings. Some large companies now call the most...

Ottawa loves bilingual assistants

Federal government offices and the many organizations around Parliament need assistants who can work in both English and French. Bilingual candidates get more interviews and often a higher pay band.

Optional boosts

CAP (Certified Administrative Professional). Project management basics. Board and minute-taking experience. Bookkeeping.

Where these numbers come from

Job Bank: Executive assistants, wages (updated Nov 2025)
 Job Bank: Executive assistants, employment requirements
 Durham College: Office Administration, Executive (diploma)
 SAIT: Administrative Information Management (diploma)

Numbers checked September 2026. Pay figures are typical full-time annual amounts in Canadian dollars, based on Government of Canada Job Bank wage data and published salary grids. They vary by province, employer and experience. Tuition is for domestic students. Sources, links and the click-through version: <https://career.help/ca/careers/executive-assistant>



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