

Office Administrator

Keep an office running: supplies, schedules, records, people and the hundred small problems a day.

TYPICAL PAY

\$60,000

a year, full time

PAY RANGE

\$44k to \$92k

starting to experienced

TIME TO QUALIFY

1 to 3 years

after high school

DEMAND

Moderate

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

Small businesses, clinics, schools, construction firms, government o...

How you get there

- 1 High school diploma** Grade 12
 Job Bank says secondary school is required. English, business and computer courses help most.
- 2 Certificate or diploma** 1 to 2 years
 A 1-year Office Administration, General certificate or a 2-year diploma at a college. You learn Word, Excel, bookkeeping basics, records and customer service. Many programs include a placement.
- 3 First job** Right after school
 Receptionist, office assistant or administrative assistant. Small companies hire fast.
- 4 Office administrator or manager** 2 to 5 years
 After 2 to 5 years you run the office: supplies, vendors, schedules, onboarding, sometimes budgets and staff. Job Bank notes some employers want a business degree or project management training for the senior roles.

Pros and cons

- + Fast and cheap to train for
- + Regular daytime hours
- + Every industry and every town needs one
- Modest pay, especially at small employers
- You are the default person for every problem nobody else owns
- Job Bank rates the outlook limited in Ontario, BC and Manitoba right now

Good to know

A very common job

Job Bank counts about 238,500 people working as office administrators and administrative officers across Canada in 2023. It is one of the largest occupations in the country.

Ladder programs are built in

Ontario colleges design the 1-year Office Administration, General certificate so graduates can move straight into year two of the Executive diploma. You can stop after a year, work, and come back la...

Optional boosts

Bookkeeping and payroll. Human resources basics. Project management training. Medical or legal office specialization.

Where these numbers come from

Job Bank: Office administrators, wages (updated Nov 2025)

Job Bank: Office administrators, employment requirements

Conestoga College: Office Administration, General (1-year certificate)

Conestoga College: Office Administration, Executive (2-year 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/office-administrator>



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