

# Executive Assistant

Run a senior leader's calendar, travel, inbox and information. One of the best paid jobs you can reach without a degree.

## TYPICAL PAY

**\$76,590**

a year, full time

## PAY RANGE

**\$51k to \$110k**

starting to experienced

## TIME TO QUALIFY

**2 to 5 years**

after high school

## DEMAND

**Limited**

job outlook

## LICENCE NEEDED

**No**

anyone can do it

## WHERE YOU WORK

**Corporate offices, hospitals,  
universities, government agencies**

## How you get there

- 1 High school diploma** Grade 12  
Business, computing and English classes. Typing speed genuinely matters and nobody will teach it to you later.
- 2 Optional certificate** 1 to 2 years  
A one-year community college office administration certificate covers software, business writing and records. Cheap, quick, and it gets your resume read.
- 3 First administrative job** 2 to 4 years  
Receptionist, office coordinator, team assistant. Learn the systems and the people, and take on things nobody asked you to.
- 4 Move to executive support** Ongoing  
Supporting a director, then a vice president, then a chief executive. Each step is a pay jump and a jump in what people tell you.
- 5 Certification** Optional  
The Certified Administrative Professional credential once you have the experience behind it.

## Pros and cons

- + Median pay near \$77,000 without a degree
- + Every industry needs the role, so you can pick the field you like
- + A front row seat to how organizations actually run
- Employment in this job is forecast to decline as software absorbs the routine parts
- Your day is controlled by somebody else's schedule
- Credit goes to the person you support, almost by design

## Optional boosts

Complex travel and calendars. Board work. Budgets and expenses. Project management.

## Good to know

### The federal pay ladder has 15 rungs and 10 steps each

Government administrative roles are paid on the General Schedule, which runs from grade 1 to grade 15 with 10 steps inside each grade, plus a locality adjustment for 47 different parts of the country. You c...

### The job is shrinking, and paying better

Federal projections have employment in this occupation declining, because scheduling and document software swallowed the routine work. What is left is the judgment part, which is why the median pay i...

### Where these numbers come from

My Next Move: Executive Secretaries and Executive Administrative Assistants (43-6011.00)

International Association of Administrative Professionals: certification

Office of Personnel Management: the General Schedule pay system

USAJOBS: the federal government's official employment site

Numbers checked September 2026. Pay figures are typical full-time annual amounts in United States dollars, based on Bureau of Labor Statistics wage data and published pay scales. They vary by state, employer and experience. Tuition is for in-state students at public schools unless the card says otherwise. Sources, links and the click-through version: <https://career.help/us/careers/executive-assistant>



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