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# BTA

**business technology & accounting**



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# business

Today's administrative assistants perform duties once reserved for professional staff. They oversee projects, conduct research, manage budgets, organize paper and electronic files and serve as information and communication managers for offices. Technology is expanding the roles of administrative assistants – gone are the days when their primary duties were answering telephones and typing letters.

Administrative assistants who are knowledgeable in a variety of communication tasks and have strong technical skills are in demand as businesses expand and need to replace workers who transfer to other positions. Every business needs the organization, customer service and computer skills of administrative assistants to manage their day-to-day business.

All types of businesses employ administrative assistants to help them organize their businesses. Salaries vary by geographic region, type of work and degree of responsibility. Skilled administrative assistants are needed in schools, hospitals, sales offices, banks, accounting firms, non-profit organizations and government agencies.



2011 W. Washington Ave. • Yakima, WA 98903  
(509) 453-0374 • (888) 528-8586 • [perrytech.edu](http://perrytech.edu)

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