

Executive Secretaries

Executive Secretaries 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 entry-level clerical staff.

Employees in this field usually have a high school diploma or GED and one or two years of training and have strong communication and organizational skills. Employees are expected to have strong computer skills in word processing, spreadsheet, database and presentation software.

Brazos Valley Mean Wage
\$47,845 (\$23.00/hr.)

Statewide Mean Wage
\$49,682 (\$23.89/hr.)

Above table shows the average wage for Executive Secretaries in the Brazos Valley and State of Texas.

