

Business administration offers a range of career pathways across all industry sectors. There is a need for administration support in human resources, legal, media & communications, medical, sales, real estate, tourism, events and many other industries. Working in an office environment will allow the trainee to gain a range of experience and transferable skills that can be utilise in most workplaces.

Answering telephones and operating office equipment

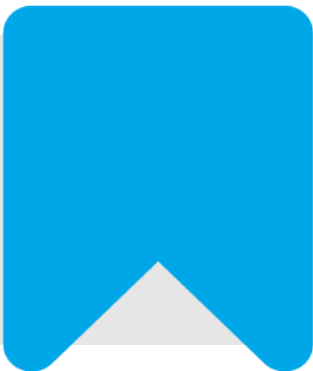
Booking and cancelling internal and external appointments

Entering details into the company database

Mailing, faxing and photocopying of important documents

Preparation of correspondence

Greet and welcome visitors



A fulltime business administration traineeship goes for 1 year
A business administration school based

5 days per week at work (typically Monday – Friday 9am-5pm)
Qualification completed online

Develop keyboarding speed and accuracy
Contribute to the health and safety of others
Organise schedules
Design and produce digital text documents
Design and produce spreadsheets
Create electronic presentations

Maintain business resources
Use business technology
Handle receipt and despatch of information
Purchase goods and services online
Organise personal work priorities and development
Participate in workplace health and safety

Certificate III in Business Administration

Certificate IV in Business Administration

Diploma in Business Administration

There are many other qualifications that can be completed including human resources, medical administration, finance and more.

Receptionist
Personal Assistant
Project Officer
Manager or Supervisor
Other positions in line with the industry you work in

Excellent communication skills
Ability to problem solve
Strong attention to detail
Ability to multi-task
Good organisational skills
Willingness to learn
Customer service skills

There is high demand for administrative assistants in nearly every industry, with employment growth of 6.6% (approx. 20 000 jobs), predicated over the next few years.

<https://calculate.fairwork.gov.au/findyouraward>



If you have any questions, please call our office on 1800 993 200
or visit our website www.mygateway.org.au

