

JOB ROLE

ADMINISTRATION MANAGER

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +12.9%
- > From 22,000 in 2023 to 24,800 in 2028

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Data Entry
- > Customer Service
- > Budgeting
- > Scheduling
- > Office Management

EMPLOYABILITY SKILLS

- > Communication Skills
- > Microsoft 365
- > Detail-Orientated
- > Time Management
- > Organisational Skills

DIGITAL SKILLS

- > SAP
- > Microsoft SharePoint
- > Enterprise Resource Planning (ERP)

EMPLOYMENT PROSPECTS



TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > State Government Administration
- > Hospitals (except Psychiatric Hospitals)
- > Buildings Cleaning Services
- > Heavy and Civil Engineering Construction
- > Agriculture and Fishing Support Services

TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Government of South Australia
- > Viterro Ltd
- > Powerstaff Consulting
- > ISS Facility Services
- > Australian Government

LOOK FOR JOBS BEING ADVERTISED USING THESE JOB TITLES:

- > Corporate Services Manager
- > Business Administration Manager





QUALIFICATION PATHWAYS

Looking to progress your career? TAFE SA can help you further your study with these courses (*fees may apply)

- > Diploma of Business (BSB50120)
- > Diploma of Business (Operations) (BSB50120)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFE SA website.



NETWORKING WITH INDUSTRY

Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Conferences and workshops are an excellent way to introduce yourself to key industry contacts. Upcoming events include:

- > **IPAA SA Coffee Roulette**
Further information available on the [IPAA Events](#) page

Follow these organisations on social media:

- > Australian Institute of Office Professionals
- > IPAA South Australia

Consider these opportunities to find employment:

- > Send your resume to relevant businesses in your local area
- > Look for employment opportunities advertised on
 - the TAFE SA Jobs Board
 - online employment websites like Seek
 - the job board on your local Regional Development Australia (RDA) website



CAREER SUPPORT

Not sure where to start? TAFE SA's Student Services can provide you with a range of career planning support including:

- > career planning
- > write a winning resume
- > how to respond to selection criteria
- > cover letters that stand out
- > preparing for job interviews

To find out more, or to book an appointment, visit TAFE SA's Career Support Page: [Career Support \(tafesa.edu.au\)](https://www.tafesa.edu.au)

Data sources:

Industry and job role data sourced 2024 from Lightcast™.(2022). "Labor Insight™ Real-Time Labor Market Information Tool." Retrieved from <https://labourinsight.lightcast.io/anz>.

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Salaries are based on the Median Australian Salary from "<https://www.salaryexpert.com>" Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of January 2024 and is to be used as a guide only.

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