

JOB ROLE

ADMINISTRATION MANAGER

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +2.5%
- > From 15,900 in 2021 to 16,300 in 2026

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:

- > **Selecting new systems for your office - What you need to know!**
National Webinar
1:30pm (AEDT)
Thursday 23rd November 2023
- > **Innovate SA 2024**
Further information available [here](#)

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:

Burning Glass Technologies. "Labor Insight™ Real-Time Labor Market Information Tool." <http://www.burning-glass.com>. 2021, data sourced 2023

Labour Market Insights, Government of Australia, data sourced 2023

Salaries are based on the Median Australian Salary from Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of March 2023 and is to be used as a guide only.

TAFE SA and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability, or correctness of the networking options. Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.