

JOB ROLE

ADMINISTRATION OFFICER

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +12.9%
- > From 275,700 in 2021 to 311,400 in 2026

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Administrative Support
- > Data Entry
- > Customer Service
- > Teamwork/Collaboration
- > Business Administration

EMPLOYABILITY SKILLS

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

DIGITAL SKILLS

- > SAP
- > Microsoft SharePoint
- > CRM
- > Oracle
- > SaaS

EMPLOYMENT PROSPECTS



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

- > Hospitals (except Psychiatric Hospitals)
- > State Government Administration
- > Educational Support Services
- > Higher Education
- > Social Assistance Services

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

- > Government of South Australia
- > The University of South Australia
- > Catholic Education South Australia
- > Australian Government
- > Allity

LOOK FOR JOBS BEING ADVERTISED USING THESE JOB TITLES:

- > Administration Clerk
- > Administration Support Officer
- > Business Administrator



YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Secretary (General)
- > Corporate Services Manager
- > Executive Officer



QUALIFICATION PATHWAYS

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

- > Certificate III in Business (BSB30120)
- > Certificate IV in Business (BSB40120)

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:

- > 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)

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.