

# JOB ROLE

# ADMINISTRATION OFFICER

## LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +11.2%
- > From 308,300 in 2023 to 342,700 in 2028

## 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:

- > **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>.

Level of Growth for Job Role data sourced 2024 from Employment Projections, Jobs and Skills Australia © Commonwealth of Australia. Jobs and Skills Australia monitors the quality of information available on this website and updates this regularly however Jobs and Skills Australia does not make any representation or warranty about the accuracy, reliability, currency, or completeness of any material contained on this website or on any linked site.

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.

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.