Administration Roles

Do you:

* like to organise, manage and coordinate
* write and communicate well
* have a general interest in the sector

What do Administration workers do?

Businesses in this sector require a range of administrative support, including receptionists, office managers, rostering support and book keepers/ accounts. Administration workers manage and coordinate people and resources in an efficient and effective way to support the day to day running of the business.

# Employers may refer to these roles as:

* Receptionists, Administration Officers and Business Support Workers provide office support to the teams that deliver care by organising and ensuring services run smoothly
* Finance, Payroll and Human Resources Workers support the back-end operations of organisations and ensure that their workforces are adequately supported to fulfil their roles on a day-to-day basis

# Key attributes - employers often look for someone who:

* is able to organise tasks and people to meet timeframes
* has excellent written and verbal communication skills
* can use technology, and has computer and phone skills

# Skills and accreditations employers often require:

* current police check and Working with Vulnerable People clearance (varies between states)
* reception and administration may require some certification or an ability to demonstrate capability