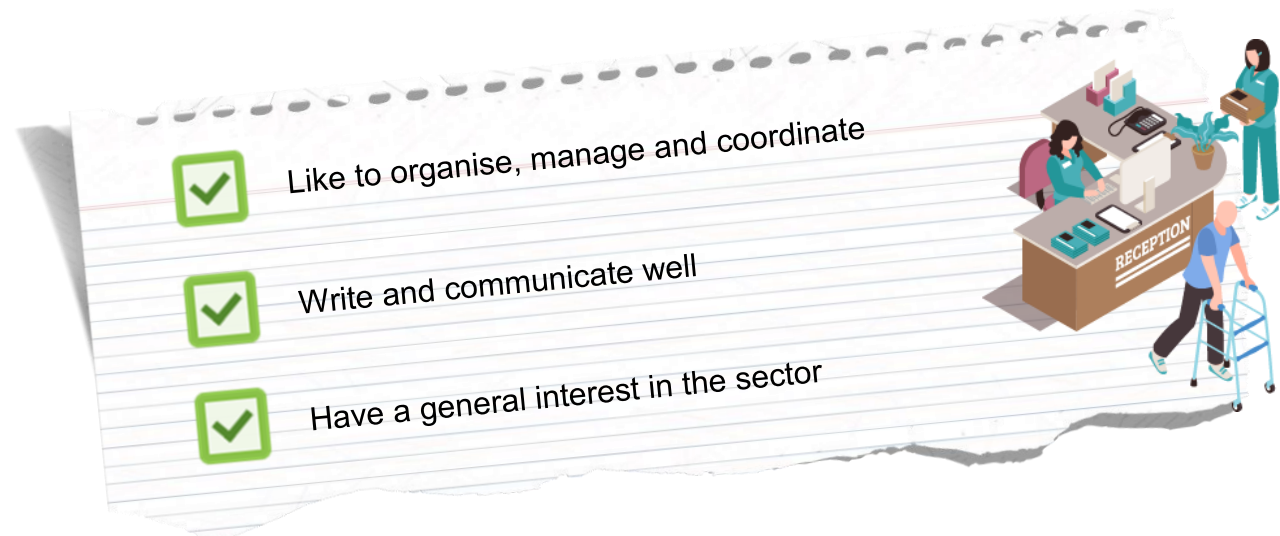


Administration Roles

Do you:



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

Sounds interesting?

Check out the key attributes and skills for the role below:

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