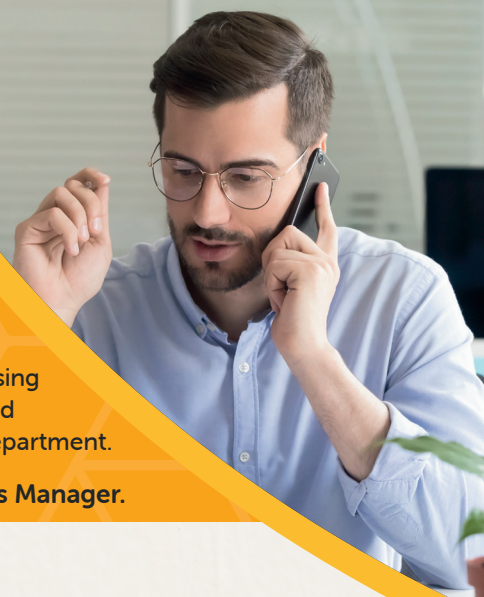


Career Profile: Administration Manager



Administration Managers support the operations of an organisation by organising and supervising administration tasks and staff. They plan, organise and implement administrative systems and procedures that ensure there is an effective flow of information within an organisation or department.

Also known as: Office Manager, Office Administrator, Business Administrator, Business Manager.

What would my working day look like?

Some of the tasks you may complete are:

- ▶ Coordinating personnel activities such as hiring, training, performance management, supervision and assigning of work to administrative staff
- ▶ Setting and managing resources and budgets for the administration area, including office expenditure
- ▶ Ensuring the office equipment is maintained and complies with occupational health and safety regulations
- ▶ Using software such as email, spreadsheet, databases and Client Management Systems
- ▶ Managing and reviewing administrative systems, processes and making improvements where required
- ▶ Communicating with staff members, ensuring job expectations are clear and providing support
- ▶ Developing continual improvement on processes within a department or organisation
- ▶ Ensuring organisational compliance with legal policies and procedures

I might enjoy this job if:

- ▶ I enjoy working in a team
- ▶ Working indoors is for me
- ▶ I have an aptitude for working with computers and technology
- ▶ I like following routines and procedures

Working conditions and hours

You will usually work as part of a team and with other people within the organisation. Your work will mostly be indoors in an office environment involving the use of computers and information management systems. You will need to have experience working with a range of software and programs, filing systems, photocopiers and telephone systems. At times you may be required to travel for work or meetings. You may work part time, full time (generally 42 hours per week) and/or on a contract basis.

How do I become an Administration Manager?

To become an Administration Manager, you generally require many years of experience in an administration role and/or qualification.

To get started if you're still at school, you can enrol in the Certificate II in Building and Construction-Paraprofessional (Business) pathway. Otherwise, you may like to complete the following qualifications through a Registered Training Provider or as a traineeship, which usually takes 12 months to complete and includes on the job training with an employer.

Certificate III	Certificate IV	Diploma
Business Administration	Business Administration	Business
Business	Business	Business Administration
	Leadership and Management	Leadership and Management

Future pathways and opportunities

Future career development may involve managing more staff or moving into a senior management role within the same organisation or a different company. You may like to complete some further studies so that you have a formal qualification. Courses can include a degree in Business, Business Administration, Human Resources, Accounting or Commerce.

Average Pay

\$1,490-\$1,600 per week

depending on your qualifications and experience. (Source: Job Outlook)

What skills and personal qualities do I need?

- ▶ Excellent organisational and time management skills
- ▶ Strong interpersonal and communication skills
- ▶ Critical thinking skills to analyse and solve issues and problems as they arise
- ▶ Be able to work as part of a team
- ▶ Excellent attention to detail, accuracy skills and can multitask



Next Steps

Further information can be found at:

- ▶ Jobs and Skills WA – www.jobsandskills.wa.gov.au
- ▶ Australian Apprenticeship Pathways – www.aapathways.com.au
- ▶ Australian Apprenticeship Support Network Providers – www.australianapprenticeships.gov.au

