

# Business Administration Traineeships

Business administration offers a range of career pathways across all industry sectors. There is a need for administration support in human resources, legal, media & communications, medical, sales, real estate, tourism, events and many other industries. Working in an office environment will allow the trainee to gain a range of experience and transferable skills that can be utilise in most workplaces.

## What are some of the duties involved in a business administration traineeship?

- ✓ Answering telephones and operating office equipment
- ✓ Booking and cancelling internal and external appointments
- ✓ Entering details into the company database
- ✓ Mailing, faxing and photocopying of important documents
- ✓ Preparation of correspondence
- ✓ Greet and welcome visitors

**1 Year**

- A fulltime business administration traineeship goes for 1 year
- A business administration school based traineeship (SBT) goes for 2 years spread across Year 11 & 12
- A business administration SBT must complete a minimum of 100 days of paid employment across Year 11 & 12

## What does a typical week look like?

- ✓ 5 days per week at work (typically Monday – Friday 9am-5pm)
- ✓ Qualification completed online

## What are some of the units offered in the course?

- ✓ Develop keyboarding speed and accuracy
- ✓ Contribute to the health and safety of others
- ✓ Organise schedules
- ✓ Design and produce digital text documents
- ✓ Design and produce spreadsheets
- ✓ Create electronic presentations
- ✓ Maintain business resources
- ✓ Use business technology
- ✓ Handle receipt and despatch of information
- ✓ Purchase goods and services online
- ✓ Organise personal work priorities and development
- ✓ Participate in workplace health and safety

## What qualification is completed in the traineeship?

Certificate III in Business Administration

## Additional studies after the traineeship:

Certificate IV in Business Administration

Diploma in Business Administration

There are many other qualifications that can be completed including human resources, medical administration, finance and more.

## Career pathway:

- ✓ Receptionist
- ✓ Personal Assistant
- ✓ Project Officer
- ✓ Manager or Supervisor
- ✓ Other positions in line with the industry you work in

## What we look for in a suitable candidate

- ✓ Excellent communication skills
- ✓ Ability to problem solve
- ✓ Strong attention to detail
- ✓ Ability to multi-task
- ✓ Good organisational skills
- ✓ Willingness to learn
- ✓ Customer service skills

## Industry demand:

There is high demand for administrative assistants in nearly every industry, with employment growth of 6.6% (approx. 20 000 jobs), predicated over the next few years.

## What is the pay rate?

<https://calculate.fairwork.gov.au/findyouraward>

## Questions?

If you have any questions, please call our office on 1800 993 200 or visit our website [www.mygateway.org.au](http://www.mygateway.org.au)

