

# ADMINISTRATION TRAINEESHIPS

Administration officers may be required to carry out numerous tasks in a small office or to concentrate on just one or two specific tasks in a larger office.

## Typical Duties:

- Sort and distribute incoming mail to areas and staff within the organisation, and dispatch outgoing mail
- Write business letters, reports or office memorandums using word-processing packages
- Answer telephone enquiries from customers, attend to visitors and assist other staff in the organisation with their enquiries
- Operate a range of office machines such as photocopiers, computers and facsimile machines
- File papers and documents so that they can be easily found when needed

Administration Officers usually work indoors, and may work alone or in a team situation with admin staff, professional and technical staff and tradespeople. Experienced admin staff may undertake more complex tasks and responsibilities.

## Ideal Personal Requirements to gain traineeship:

- Ability to work methodically, accurately and neatly
- Good oral and written communication skills
- Ability to work as a member of a team
- Good computer knowledge, including word and excel

## Education & training to become qualified:

- 12 month full time Traineeship
- Training is usually conducted on the job, with a TAFE representative coming along every 6-8weeks with workbooks and assignments for the trainee to complete.