

Business Services Job Pathways

BSB04

Potential Australian Apprenticeships Job Outcomes

Further Study Options

Stream	Certificate II <small>Note: Job titles are common across all areas</small>	Certificate III	Certificate IV	Diploma	Advanced Diploma
	➡➡➡➡	➡➡➡➡	➡➡➡➡	➡➡➡➡	➡➡➡➡
Business Administration Services		<ul style="list-style-type: none"> Administrative Assistant Corporate Receptionist Legal Receptionist Admissions Clerk Medical Receptionist 	<ul style="list-style-type: none"> Purchasing Officer Supply Chain Manager Legal Secretary Litigation Assistant Assistant Paralegal Conveyancing Paralegal Executive Assistant 	<ul style="list-style-type: none"> Office Manager Executive Personal Assistant 	
Business Information Services	<ul style="list-style-type: none"> Customer Service Assistant Data Entry Operator Office Assistant Receptionist 	<ul style="list-style-type: none"> Archives Officer Record Officer Information Officer 	<ul style="list-style-type: none"> Records Analyst 	<ul style="list-style-type: none"> Records Manager 	<ul style="list-style-type: none"> Records Systems Developer Corporate Archivist Privacy Officer
Business Development		<ul style="list-style-type: none"> Office/Sales Assistant 	<ul style="list-style-type: none"> Sales Administrator Trainee Account Manager Promotions Assistant 	<ul style="list-style-type: none"> Advertising Manager Marketing Manager 	
Business Management Services		<ul style="list-style-type: none"> Team Leader 	<ul style="list-style-type: none"> Project Manager Board Member for Community Services Group Shift Manager Office Administrator Owner Operator Small Business Manager OH and S Administrator 	<ul style="list-style-type: none"> Shift Director Business Quality Auditor Project Director Business Systems Developer O H and S Manager 	<ul style="list-style-type: none"> Advanced Business Manager Advanced Project Manager O H and S Director

Entry and exit to qualifications may be made at any level

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Australian Apprenticeships job titles may link to more online detail at www.aajobpathways.com.au. To view Australian Apprenticeships jobs and training descriptions in other industries go to www.aajobpathways.com.au.
This chart is provided as a guide only. Further detail can be obtained from the Industry Skills Council, an Australian Apprenticeships Centre or Registered Training Organisation.



Contacts

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Human Resource Management			<ul style="list-style-type: none"> • Human Resources Assistant 	<ul style="list-style-type: none"> • Senior Industrial Officer • Senior Research Officer • Employment Services Team Leader • Union Organiser 	<ul style="list-style-type: none"> • Human Resource Manager • Business Process Manager • Training and Development Manager
International Services	<ul style="list-style-type: none"> • Customer Service Assistant • Data Entry Operator • Office Assistant • Receptionist 	<ul style="list-style-type: none"> • Export and Import Officer 		<ul style="list-style-type: none"> • Manager Import-Export • International Marketer and Researcher 	
E - Business		<ul style="list-style-type: none"> • Online E-Business Assistant 	<ul style="list-style-type: none"> • E-Business Development Officer • E-Business Technical Officer 	<ul style="list-style-type: none"> • E-Business Administrator • E-Business Learning Officer • E-Business 	<ul style="list-style-type: none"> • E-Business Strategic Manager • E-Business Manager • E-Business Analyst • Instructional Designer

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