

## Business Services

## BSB

Stream	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma
<b>Business, and Business Administration</b>	<ul style="list-style-type: none"> <li>Administration Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Office Assistant</li> <li>Accounts Clerk</li> <li>Word Processing Operator</li> <li>Medical Receptionist</li> <li>Student Services Officer</li> <li>International Information Services Officer</li> </ul>	<ul style="list-style-type: none"> <li>Office Administrator</li> <li>Executive Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Administration Manager</li> <li>Executive Officer</li> </ul>	<ul style="list-style-type: none"> <li>Senior Executive</li> </ul>
<b>Human Resources and Work, Health and Safety</b>		<ul style="list-style-type: none"> <li>Work Health and Safety Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Assistant</li> <li>Payroll Officer</li> <li>Work Health and Safety Systems Officer</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Manager</li> <li>Work Health and Safety Officer</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Human Resources (Strategy)</li> <li>Work Health and Safety Practitioner</li> </ul>
<b>Project Management and Purchasing</b>			<ul style="list-style-type: none"> <li>Project Administrator</li> <li>Contracts Officer</li> <li>Procurement Officer</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Purchasing Manager</li> </ul>	<ul style="list-style-type: none"> <li>Project Director</li> </ul>

[aapathways.com.au/Job-Pathways-Charts](http://aapathways.com.au/Job-Pathways-Charts)

This information illustrates potential pathways in this industry. Generally, entry to this industry can be at any qualification level depending on employment opportunities. People holding lower level qualifications may gain credit toward higher level qualifications. Those with prior experience may undertake a 'Recognition of Prior Learning' assessment to gain credit toward a qualification. Industry licencing requirements are not included in this information. Specific details must be obtained from the relevant authorities. Career pathways often depend on workplace needs and can lead to higher education qualifications.



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<b>Leadership and Management</b>			<ul style="list-style-type: none"> <li>Team Leader</li> <li>Environmental Management Officer</li> </ul>	<ul style="list-style-type: none"> <li>Business Manager</li> <li>Quality Assurance Manager</li> </ul>	<ul style="list-style-type: none"> <li>Executive Manager or Director</li> </ul>
<b>Advertising, Marketing and Communications</b>			<ul style="list-style-type: none"> <li>Advertising Account Coordinator</li> <li>Communications Consultant</li> <li>Sales Agent</li> </ul>	<ul style="list-style-type: none"> <li>Marketing and Communications Manager</li> <li>Account Manager (Advertising)</li> </ul>	<ul style="list-style-type: none"> <li>Account Director (Advertising)</li> <li>Global Account Manager</li> </ul>
<b>Customer Engagement</b>	<ul style="list-style-type: none"> <li>Customer Engagement Officer</li> </ul>	<ul style="list-style-type: none"> <li>Call Centre Operator</li> </ul>	<ul style="list-style-type: none"> <li>Call Centre Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Customer Contact Manager</li> </ul>	

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<b>Library and Information Services</b>		<ul style="list-style-type: none"> <li>Library Officer</li> <li>Research Information Officer</li> </ul>	<ul style="list-style-type: none"> <li>Library Assistant</li> <li>Curatorial Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Library Technician</li> </ul>	
<b>Recordkeeping</b>		<ul style="list-style-type: none"> <li>Assistant Records Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Records and Information Officer</li> <li>Medical Records Officer</li> </ul>	<ul style="list-style-type: none"> <li>Records and Information Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Records and Information Manager</li> </ul>
<b>Legal and Conveyancing</b>		<ul style="list-style-type: none"> <li>Legal Receptionist</li> </ul>	<ul style="list-style-type: none"> <li>Legal Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Conveyancer</li> <li>Paralegal</li> </ul>	<ul style="list-style-type: none"> <li>Conveyancing Owner/Manager</li> </ul>

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International Trade		<ul style="list-style-type: none"> <li>Import/Export Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Import/Export Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Import/Export Manager</li> </ul>	
Governance			<ul style="list-style-type: none"> <li>Board Member</li> <li>Aboriginal &amp; Torres Strait Islander Board Member</li> </ul>	<ul style="list-style-type: none"> <li>Board Chairperson</li> <li>Board Chairperson (Aboriginal &amp; Torres Strait Islander)</li> </ul>	
Small Business and Franchising		<ul style="list-style-type: none"> <li>Micro Business Contractor</li> </ul>	<ul style="list-style-type: none"> <li>Franchisee</li> <li>New Small Business Manager</li> <li>Small Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>Franchisor</li> </ul>	

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