

Business Services Job Pathways

BSB01

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 Independent Contractor Micro Business Operator 	<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 Small Business Manager 	<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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Underlined job titles 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 Training Package Manager, 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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Chart developed for DEEWR by the Australian Apprenticeships Training Information Service www.aatinfo.com.au. Current: 23 Nov 2007. Version 1.5