

Workskills Fact Sheet Number 17

EMPLOYMENT IN THE BUSINESS SECTOR

Just what kind of career options are available in the business sector? The list is long, and the training and qualifications available can set you up for a rewarding career in a variety of positions.

Business qualifications are intended to provide you with some valuable core skills and knowledge to get you going. They can cover everything from finance, communication and team relationship skills, through to information technology.

Qualifications in the business sector will enable you to work effectively with others in a busy business environment at a number of levels.

BUSINESS ADMINISTRATION

Do you see one of your key strengths as the ability to organise people, projects or processes?

If you believe you're well organised and able to work to deadlines in a motivated team environment, then a Business Administration qualification can offer a great start to your career. It's an essential function that's a part of every business, so your talents will be well regarded.

As an example of what's on offer, you'll be able to manage teams, administer a professional office or support the management team on a continuous basis.

TECHNOLOGY IN BUSINESS, BUSINESS AND TECHNOLOGY

Perhaps you see yourself working more within the technology side of business? Let's face it, no business can run today without technology to back up its systems and processes.

Programs include communication, occupational health and safety, finance, information technology, working in teams and personal organisation. After completing a course like this, you can enter into pathways for a number of opportunities including Certificate III in Business, Administration, Small Business,

Library, Finance, and Information Technology.

Some of the careers that could result may include;

- Career Opportunities in Business, Finance and IT
- Accountant
- Accounts Payable/Accounts Receivable Officer
- AV Technician
- Bookkeeper
- Customer Service Officer
- Help Desk Specialist
- Higher Education Officer
- ICT Support
- Information Analyst
- Library Aide
- Network Engineer
- Payroll Officer
- Programmer
- School Library Media Officer
- Serials Manager
- Website Administrator

If you'd like to know more, why not visit the Tasmanian Polytechnic website at <http://www.polytechnic.tas.edu.au/business-services-and-ict.aspx> or speak to your Workskills Case Manager to see what might suit you best. We may also be able to deliver the training you need from one of our Workskills offices.

If you'd like to see all this in much greater detail even more why not check out the Government's Job Guide at www.jobguide.deewr.gov.au It's a great resource for all kinds of information for all kinds of jobs.

You could soon find you're on your way to rewarding new career, so good luck in your search!