

# CAREER FACT SHEET

## Office Managers

### Snapshot

Office Managers organise and control the functions and resources of offices such as administrative systems and office personnel.

How many are employed in this occupation?	136,000
What are the average weekly earnings for full time workers?	\$1,501
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	Low
What will be the likely future employment growth for the next five years?	Moderate Growth

### Main employing industries

Construction; Professional, Scientific and Technical Services; Manufacturing; Health Care and Social Assistance

### Tasks

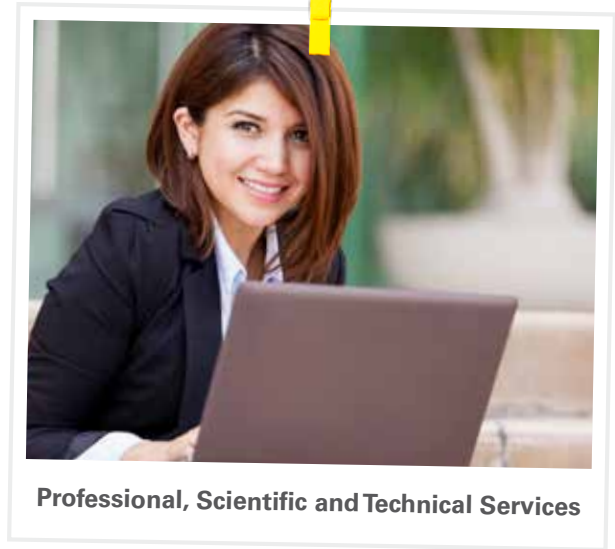
This occupation may include associated occupations with varying tasks.

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with professionals to coordinate office business and to facilitate resolution of problems
- managing physical facilities and ensuring buildings and equipment are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

# INDUSTRY OVERVIEW

## Professional, Scientific and Technical Services

If you aspire to hold a highly responsible, skilled, professional position then you should explore the possibilities to be found in the Professional, Scientific and Technical Services Industry. This diverse industry primarily supports other services by providing a range of specialist, formal skills. However, you don't need to jump right into becoming a fully certified Accountant or Solicitor straight away. Many successful employees in these occupations worked their way up to becoming fully qualified; combining work experience in support roles with on-the-job training to gain a thorough understanding and skills base for their chosen profession. Legal and Accounting Services as well as Computer System Design are some of the fields in this sector predicted to have strong job prospects.



**Professional, Scientific and Technical Services**

### Possible job pathways

- Barristers
- Architects and Landscape Architects
- Accounting Clerks
- Auditors and Company Secretaries
- Bookkeepers
- Economists
- Finance Managers
- Financial Investment Advisers and Managers
- Actuaries, Mathematicians and Statisticians
- Conveyancers and Legal Executives
- Court and Legal Clerks
- Human Resource Managers
- Office Managers
- Solicitors
- Cartographers and Surveyors
- Construction Managers
- Computer Network Professionals
- ICT Managers
- ICT Support Technicians
- Software and Applications Programmers
- Telecommunications Engineering Professionals
- Civil Engineering Draftspersons and Technicians
- Civil Engineering Professionals
- Electrical Engineers
- Engineering Managers
- Industrial, Mechanical and Production Engineers
- Mining Engineers
- Mechanical Engineering Draftspersons, Technicians
- Science Technicians
- Marine Transport Professionals
- Veterinarians
- Artistic Directors, Media Producers & Presenters
- Photographers
- Public Relations Professionals
- Environmental Scientists
- Life Scientists
- Interior Designers
- Multimedia Specialists and Web Developers

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