



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB10112 Certificate I in Business

Job Title

Office Junior.
Clerical/Administrative Assistant.
Receptionist.

Job Duties

Produce workplace documents.
Operate a range of business equipment.
Answer telephone calls.

BSB20112 Certificate II in Business

Job Title

Administration Assistant.
Clerical Worker.
Data Entry Operator.
Information Desk Clerk.
Office Junior or Receptionist.

Job Duties

Mail handling.
Dealing with customer enquiries.
Word processing.
Maintain records.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB30112 Certificate III in
Business

Job Title

Customer Service Adviser.
Data Entry Operator.
General Clerk.
Payroll Officer.
Word Processing Operator.

Job Duties

Process customer complaints.
Produce spread sheets.
Maintain business resources.
Write simple documents.
Process accounts payable and receivable.

BSB30307 Certificate III in Micro
Business Operations

Job Title

Independent Contract.
Micro Business Operator.

Job Duties

Develop a micro business proposal.
Organise finances for the micro business.
Maintain financial records.
Market the small business.

The information is merely an indication of qualification job roles.

This information should not be relied upon & no responsibility is accepted to any party who may use or rely on the whole or any part of the contents of this document.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB30412 Certificate III in
Business Administration

Job Title

Accounts Receivable or Accounts Payable Clerk.
Data Entry Operator.
Junior Personal Assistant.
Receptionist.
Office Administration Assistant.
Word Processing Operator.

Job Duties

Process payroll.
Create spread sheets.
Process accounts payable and receivable.
Create electronic presentations.
Produce word processed documents.

BSB30612 Certificate III in
International Trade

Job Title

Export Clerk, Import/Export Clerk.

Job Duties

Sell and buy goods produced in Australia for export markets.
Prepare documentation.
Organise the transfer of goods & services.
Conduct on line transactions.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB40212 Certificate IV in Business

Job Title

Administrator.
Project Officer.

Job Duties

Read, interpret, write & present reports.
Organise information relating to products/services into databases.
Prepare financial reports.
Manage budgets and financial plans.

BSB40407 Certificate IV in Small Business Management

Job Title

Small Business Manager.

Job Duties

Develop business plans
Develop operational procedures for the small business.
Compare and purchase new business technology.
Marketing.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB40507 Certificate IV in Business Administration

Job Title

Accounts Supervisor.
Executive Personal Assistant.
Office Administrator.
Project Assistant.

Job Duties

Design and develop complex text documents.
Organise business travel & meetings.
Prepare financial reports.
Analyse and present research information.

BSB40707 Certificate IV in Franchising

Job Title

Franchisee – Established Business.
Franchisee - New Business.

Job Duties

Operate multiple-site franchised businesses.
Manage compliance and the relationship with the franchisor.
Undertake marketing and promotion of products and/or services.
Provide plans and reports on finances.
Cultivate business networks.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB40812 Certificate IV in
Frontline Management

Job Title

Coordinator.
Leading Hand.
Supervisor.
Team Leader.

Job Duties

Manage projects.
Establish business networks.
Implement customer service strategies.
Analyse and present research information.

BSB40907 Certificate IV in
Governance

Job Title

Board Member.
Coordinator of Quality Governance.

Job Duties

Manage board meetings.
Prepare and oversee the organisation's annual budget.
Develop annual fundraising plans
Manage assets.

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QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB41107 Certificate IV in
International Trade

Job Title

Export Customer Service Coordinator.
Exporter.
Importer.
Trade Coordinator.

Job Duties

Market goods internationally.
Provide business advice on taxes and duties.

BSB41607 Certificate IV in
Purchasing

Job Title

Contract Manager.
Inventory and Purchasing Manager.
Purchasing Consultant.
Purchasing Coordinator.
Purchasing Manager.

Job Duties

Assist with contract and procurement planning.
Contribute to contractor selection process.
Conduct contracting and procurement activities.
Conduct finalisation activities.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB41910 Certificate IV in
Business (Governance)

Job Title

Board Member.
Contact officer or Secretary.
Manager in an Aboriginal & Torres Strait Islander organisation.

Job Duties

Review and apply the constitution.
Implement organisational plans.
Oversee financial management.
Contribute to organisational policy.

BSB50207 Diploma of Business

Job Title

Executive Officer.
Program Consultant.
Program Coordinator.

Job Duties

Manage business document design and development.
Manage meetings.
Manage recruitment selection and induction processes.
Develop media plans.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB50407 Diploma of Business Administration

Job Title

Administration Manager.
General Office Manager.
Office Manager.

Job Duties

Payroll management.
Customer service management.
Plan and manage conferences.
Computer networking.
Prepare complex business documentation.

BSB50507 Diploma of Franchising

Job Title

Operate multiple-site franchised businesses.

Job Duties

Manage compliance and the relationship with the franchisor.
Promote marketing & promotion of products and/or services.
Prepare & implement plans and reports on finances.
Cultivates business networks & coordinates implementation of customer service strategies.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB50710 Diploma of Business
(Governance)

Job Title

Serve on the Board of Management of indigenous community-based organisations.

Job Duties

Governance.

Working with a community.

Providing leadership and self-management.

BSB50807 Diploma of International
Business

Job Title

Export Manager.

Import Manager.

Trade Manager.

Job Duties

Promote products and services to international markets.

Analyse data from international markets.

Manage budgets and financial plans.

Manage people performance.

Report on finances related to international business.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB51107 Diploma of Management

Job Title

Manager.

Job Duties

Manage budgets and financial plans.

Manage staff performance.

Facilitate continuous improvement.

Manage projects.

BSB51507 Diploma of Purchasing

Job Title

Contract Manager.

Inventory & Purchasing Manager.

Purchasing Consultant.

Purchasing Coordinator

Purchasing Manager.

Site and Purchasing Coordinator.

Job Duties

Establish, manage and finalise contracts

Undertake research and analysis activities.

Coordinate risk management activities.

Manage contract risk.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB51607 Diploma of Quality Auditing

Job Title

Quality Assurance Manager.
Quality Facilitator.
Quality & Improvement Consultant.
Service Quality System Support Analyst.

Job Duties

Initiate, participate in, lead and report on a quality audit.
Manage risk.
Manage an information or knowledge management system.

BSB60207 Advanced Diploma of Business

Job Title

Senior Administrator.
Senior Executive.

Job Duties

People management.
Marketing.
Human Resources.
Advertising.



QUALIFICATION JOB ROLES IN THE BUSINESS ADMINISTRATION SECTOR

BSB60407 Advanced Diploma of Management

Job Title

Area Manager.
Department Manager.
Regional Manager.

Job Duties

Develop marketing plans.
Develop and implement business plans.
Develop and implement strategic plans.
Manage employee relations.
Manage organisational change.
Provide leadership across the organisation.