



## **QUALIFICATION JOB ROLES IN THE BUSINESS - EDUCATION, MEDICAL & LEGAL INDUSTRY**

BSB30507 Certificate III in  
Business Administration  
(International Education)

**Job Title**

Administration – International Student Services.

**Job Duties**

Provide technical support to an international offshore education program team.

BSB30912 Certificate III in  
Business Administration  
(Education)

**Job Title**

Education Aid.

Administrative Assistant (in an Education context).

**Job Duties**

Provide school admin support.

Undertake information management.

Data entry.



## **QUALIFICATION JOB ROLES IN THE BUSINESS - EDUCATION, MEDICAL & LEGAL INDUSTRY**

BSB31012 Certificate III in Business Administration (Legal)

**Job Title**

Junior Legal Secretary.  
Receptionist.

**Job Duties**

Handle receipt and despatch of information .  
Carry out search of a public record.  
Maintain records for time and disbursements in a legal practice.  
Design and produce business documents.  
Deliver court documents.  
Organise workplace information.  
Produce texts from audio transcription.

BSB31112 Certificate III in Business Administration (Medical)

**Job Title**

Medical Receptionist.  
Medical Records Clerk.  
Medical Secretary.

**Job Duties**

Perform medical administrative tasks.  
Maintain patient records.  
Manage a patient record keeping system.  
Prepare and process medical accounts.



## **QUALIFICATION JOB ROLES IN THE BUSINESS - EDUCATION, MEDICAL & LEGAL INDUSTRY**

**BSB40110 Certificate IV in Legal Services**

**Job Title**

Junior Legal Secretary.  
Legal Clerk.

**Job Duties**

Draft complex legal correspondence.  
Provide support in law matters.  
Provide non-legal advice and interact with parties involved in the legal process.  
Research legal processes.  
Locate and provide information on request.

**BSB50110 Diploma of Legal Services**

**Job Title**

Legal services support officer.  
Paralegal.  
Senior legal secretary.

**Job Duties**

Assist solicitors and barristers in areas of law including family law, property law, criminal law and corporation law.