

Administration and Office Support

General Administration	
Receptionists	Call Centre staff
EA's and PA's	Office Managers
Data-entry clerks	Travel clerks
Administration support (more junior roles)	Experienced administrators

Specialist Administration	
Scribes and Convenors	Legal Secretaries
Records/Data Management	Law Clerks
OH&S Specialists	

Government Specialist Administrators	
Project Administrators (APS 3 – 5)	Programme Administrators
Project Officers (APS 5 – 6)	Policy Development Support
Fleet/Travel/Lease Administrators	Grants Administrators
Property/Facilities Management	Executive Officers
Secretariat Support (APS 5 – 6)	