

EMPLOYMENT NOW

Youth Careers Expo



Business Support

Industry Overview

Developing office management procedures, site and department support



Job Roles

- Management
- Customer Service
- Project Management
- Communications
- Program delivery
- Marketing
- Public Relations



Responsibilities

- Introduce, implement and support the business with new systems and innovations
- Aligning business with legislative and operational procedures
- Supporting department day to day operations
- Managing resources
- Office management and coordination



Skills

- Attention to detail
- Highly organised
- Project planning and management
- Stakeholder engagement
- Ability to grow and adapt to changes
- High levels of administration skills
- People management, communication, ability to delegate
- Good computer, written and verbal skills
- Educate yourself in new technologies



Qualifications

- Business Administration Certificate – Business Degree



Industry Benefits

- Working with a community organisation means “a great week for me is a better week for the community”
- The chance to give back every day
- Delivering above and beyond can be the most rewarding part

Industry Challenges

- Managing people’s expectations is always the most difficult part



[Scan code for more information on this and other industries](#)



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Why young people should consider this line of work

- If you want to make a positive difference in your community, consider working with a “not-for-profit” that has values that align with your own
- Private sector and life experience lessons can be an invaluable asset in a not-for-profit organisation



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