

# CAREER FACT SHEET

## General Clerks

### Snapshot

General Clerks perform a range of clerical and administrative tasks

How many are employed in this occupation?	284,800
What are the average weekly earnings for full time workers?	\$1,223
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	High
What will be the likely future employment growth for the next five years?	Strong Growth

### Main employing industries

#### Tasks

This occupation may include associated occupations with varying tasks.

- recording, preparing, sorting, classifying and filing information
- sorting, opening and sending mail
- photocopying and faxing documents
- preparing reports of a routine nature
- recording issue of equipment to staff
- receiving letters and telephone messages
- transcribing information onto computers, and proofreading and correcting copy
- may provide customers with information about services
- may perform receptionist duties

job titles general clerk

# INDUSTRY OVERVIEW

## Administrative and Support Services

If you like to help others and enjoy working with computers, phones and other office equipment, then the administration, clerical and support services field could suit you. You'd need to be a good communicator and be well organised, cooperative and flexible. Some of the tasks you may be given would be to: respond to internal or external enquiries; set up schedules and office systems; book meeting rooms; take minutes; manage records and basic accounts and maintain databases. Specific duties would depend on the field you are employed in. There are many opportunities in the medical, automotive, business, education and tourism fields, to name just a few. However, most businesses need administrative staff, so the possibilities are almost endless.

### Possible job pathways include

- Call or Contact Centre Workers
- Debt Collectors
- Betting Clerks
- Filing and Registry Clerks
- General Clerks
- Human Resource Professionals
- Other Clerical & Administrative Workers
- Telemarketers



**Administrative and Support Services**

For more information visit [skillsroad.com.au](https://skillsroad.com.au)