

GENERAL CLERKS

Jobs Queensland - Future Workforce. Future Skills. Anticipating Future Skills - Ipswich (SA4)

- There are **3,524** General Clerks as at 2017.
- There will need to be **4,364** General Clerks as at 2022.
- This is a growth of **840** General Clerks.
- This is a growth rate of **23.8%**

Becoming a General Clerk

What is a General Clerk?

A General office clerk performs a variety of administrative tasks, including answering telephones, typing or word processing, making copies of documents and maintaining records. While some clerks spend their time filing documents or answering phones; others are dedicated to entering data into computers.

Introduction

A qualification in business can open the door to a corporate career in a range of industries, or give you the skills you need to start your own business.

Pathways

TAFE Queensland - Diploma of Business Administration - BSB50415

→ **ENROL NOW**

TAFE Queensland - Certificate III in Business Administration – BSB30415

→ **ENROL NOW**

TAFE Queensland - Certificate III in Business Administration (Medical) – BSB31115

→ **ENROL NOW**

TAFE Queensland - Certificate IV in Business Administration - BSB40515

→ **ENROL NOW**

TAFE Queensland - Certificate IV in Health Administration - HLT47315

→ **ENROL NOW**



GENERAL CLERKS

FACT SHEET



TAFE



23.8%



231,500



\$52,000



943

* Vacant positions relates to employment positions available for General Clerks strictly in the state of Queensland through employment provider SEEK
Source: <https://joboutlook.gov.au/Occupation.aspx?code=5311>