

## Administrative and Support Services

## What you need to know



Businesses in the Administrative and Support Services industry support other organisations in their operations.

**Occupations include:** Building Cleaners, Call Centre Workers, Travel Agents, Gardeners and Human Resource Professionals.

## OUTLOOK

Over the next five years about **24,500 employees<sup>1</sup>** are forecast to be needed in the Administrative and Support Services industry, including:

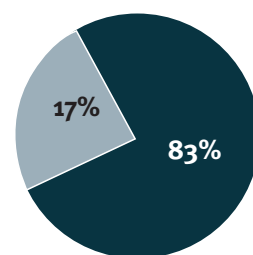
- 3500 Cleaners
- 1950 Gardeners
- 1300 Human Resource Professionals

## Current Skills Shortages:

- None

## FAST FACTS

- Contributed \$9.5 billion (three per cent) to the Victorian economy in 2012-13
- 20,100 businesses in Victoria
- Employs 96,000 people in Victoria
- Employment has grown by 8200 people (nine per cent) over the past five years
- About 56 per cent are employed in Administrative Services and 44 per cent are employed in Building Cleaning, Pest Control and Other Support Services
- 83 per cent of people are employed in metropolitan Melbourne
- 17 per cent of people are employed in regional Victoria



■ Employed in metropolitan Melbourne  
■ Employed in regional Victoria

## FINDING A JOB

Deciding what career is best for you can be a complex process. A professional careers practitioner can assist. There are a range of training opportunities available across Victoria to help you develop the skills needed to find a job in the Administration and Support Services industry. Government financial support may be available to eligible students under the Victorian Training Guarantee.

**Notes:** Economic and employment data are sourced from the Australian Bureau of Statistics and the Centre of Policy Studies, Victoria University. Occupations experiencing skills shortages are sourced from the Department of Education and Early Childhood Development's 2014 Victorian Skills Shortage List.

[1] This includes growth in overall employment as well as replacement of workers who exit the industry.