

# Occupation Detail for 512111 OFFICE MANAGER

## ANZSCO Information:

Organises and controls the functions and resources of an office such as administrative systems and office personnel.

## Specialisations:

## ANZSCO Skill Level

**Level :2**

**Education :** Occupations at Skill Level 2 have a level of skill commensurate with one of the following: NZ Register Diploma or AQF Associate Degree; Advanced Diploma or Diploma.

**Other :** At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

## Unit Group Tasks:

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with Professionals to coordinate office business and to facilitate resolution of problems
- ensuring office equipment and supplies are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

## Department of Immigration Information:

**Ceiling Value:**

**Results to Date:**

**Net Value:** 0

Visa Type	Availability	Instrument	List	Notes/More Details
Visa 186	No	LIN 19/049		
Visa 187	Yes	LIN 19/047	ROL	
Visa 189	No	LIN 19/051		
Visa 190	No	LIN 19/051		
Visa 489	No	LIN 19/051		
Visa 482	No	LIN 19/048		
Visa 407	No	LIN 19/050		
Visa 485	No	LIN 19/051		

**Potential Weekly Earnings:** \$1151.10

This information was collected by the ABS 6306.0 Employee Earnings and Hours (EEH)

## Skill Assessment Information:

**Authority:** Other

**Fees:**

**Web Site:**

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## State/Territory Visa Sponsorship:

### NT

190:No

489:No

**Comments:**

**Additional Comments:**

**State Comments :**

Australia's Northern Territory (NT) Government can nominate highly skilled professionals and tradespeople for visas.

Nomination is possible if you have a positive skills assessment for a skilled occupation on the Australian Government's current list of eligible skilled occupations and the [NT Migration Occupation List](#).

The assessment must be from the authorised Australian assessment body.

You need to have skills and experience that match the needs of NT employers and are in demand in the NT.

The NT Government participates in the [Skilled Regional \(Provisional\) \(Subclass 489\) visa and Skilled Nominated \(Subclass 190\) visa](#) schemes.

To apply for NT Government nomination you must lodge:

- a nomination application with the NT Government
- an Expression of Interest (EOI) on the Australian Government's [SkillSelect](#) service.

The NT Government does not select candidates for nomination from the SkillSelect service.

To get an invitation from the Australian Government to lodge a visa application under the [General Skilled Migration program](#) you must have lodged an EOI on the SkillSelect service.

**Applicants already in the territory:** You may be exempt from the specialisation requirements if you can show that you already live and work in the NT and you can demonstrate positive future employment prospects.

**Language Skill Level:** Some occupations on this list require a specific language skill level. These will be stated in the additional comments. Where there are no indicators, the required level of English is at least IELTS 6 in each band or equivalent in one of the other English testing systems accepted by the Department of Immigration and Border Protection.

#### Regional and Designated Area Postcodes for NT

- Regional Australia/Low Population Growth Metropolitan Area Postcodes: Entire Territory
- Designated Areas of Australia: Anywhere

#### Applications for NT Government nomination should be forwarded to:

Department of Trade, Business and Innovation

Migration NT

Email: [migration@nt.gov.au](mailto:migration@nt.gov.au)

**Website :** <http://www.migration.nt.gov.au/visa/territory/index.html>

**State Fees**

:\$0.00

