



OFFICE ADMINISTRATOR

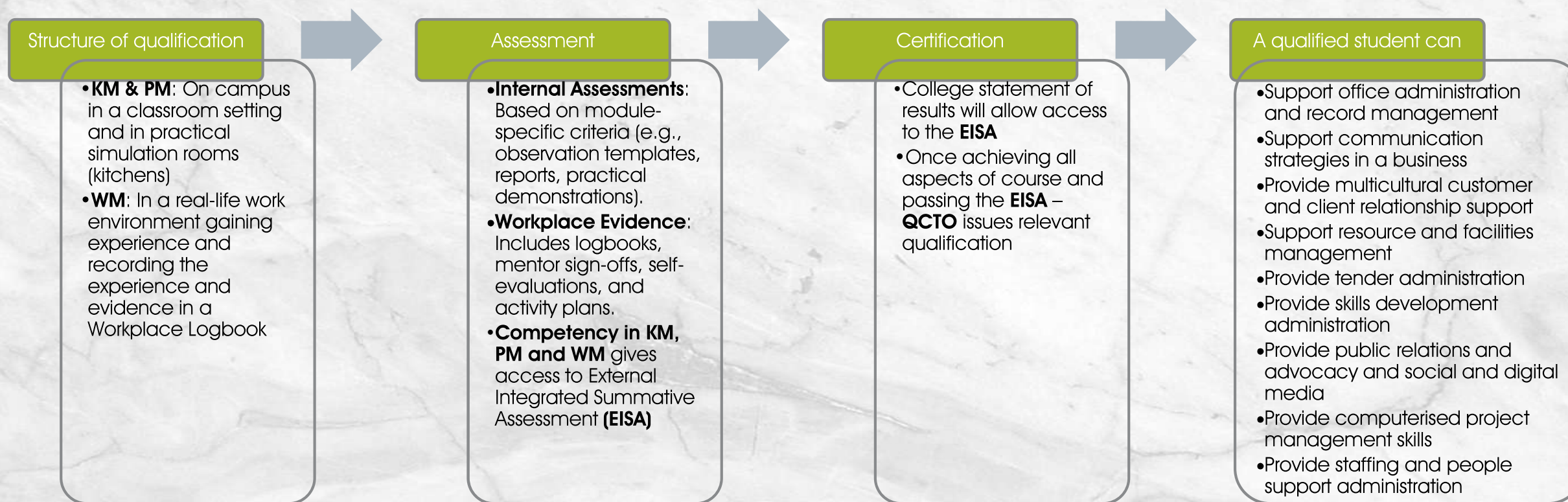
Entry Requirements | Matric (Grade 12) / NCV Level 4 / Relevant FETC at NQF Level 4

NQF Level: 5

Duration: 3 years

Nr of credits: 445

Purpose of qualification | The qualification provides an opportunity for students to acquire a range of administrative skills to coordinate the activities of an office which included information management as well as operation processes in an administrative setting.



RELEVANT INDUSTRY ROLES: Accounts Supervisor | Administration Officer (private or public) | Business Administration Officer (private or public) | Office Supervisor | Office Coordinator | Administration Clerk / Officer | Administrative Assistant | Clerical Officer | Client Relationship Officer | Client Services Administrator | Community Services Clerk / Officer | Planning Support Officer | Site Clerk | Tender Evaluation Coordinator