

Administration & Management

SOME JOBS IN THIS AREA

- Office Assistant
- Quality Assurance Manager
- Training Manager
- Payroll Officer
- Assistant Manager
- Administration Manager
- Accountant

Usual entry point for administration

- Office Assistant

Main Jobs in administration and management area:

- Office Assistant
- Administration Assistant
- Clerk
- Administration Manager
- Accountant
- Assistant Manager
- Quality Assurance Manager
- Human Resources Manager
- Training Coordinator
- Grower Liaison
- Production Officer
- Payroll Officer / Manager
- Commercial or Finance Manager
- Export Manager

What would help get a job

- Written and verbal communication skills
- Good keyboard skills, particularly Excel & MYOB
- Mathematical aptitude
- IT knowledge and skills
- Accountancy and bookkeeping skills are highly valued

What type of work

- Administration or management tasks to support the operation of wine and grape businesses
- Tasks vary widely depending upon role and size of company

Opportunities for promotion

- Assistant Manager
- Administration Manager

What would help you succeed

- VET certificates - Wine Business specific
- Leadership or Frontline Management certificates

Additional benefits in the work

- Many of these jobs don't require wine specific knowledge to enter the industry, however there may be a need for specific professional qualifications for example an accountancy qualification for accountants

Wine Industry Career Pathways can be grouped into four main branches:
growing vines and grapes; making wine; marketing and selling wine and storing and distributing wine.



The pathways shown above are not necessarily linear and there are some opportunities for movement between different branches.



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