



Listed below are the occupations deemed to fit within the ambit of “office professional”. If your occupation is listed, you meet the criteria for membership of the Australian Institute of Office Professionals.

Administration/Executive Support

Accommodation Officer	Accommodation Manager	Administration Assistant – Procurement
Administration Support	Administration & Finance Manager	Administration Officer
Administrative Assistant	Administration Team Support	Administrator
Asset Management Officer	Business Administrator	Business Support Officer
Entry Level Administrative Assistant	Executive Assistant	Help Desk Support Officer
Human Resources Assistant	IT Coordinator	IT Officer
Junior Secretary	Logistics Coordinator	Marketing Assistant
Office Manager	Office Support Officer	Office/Facilities Manager
Operations Officer	Operations Scheduler	Personal Assistant
Personal and Communications Assistant	Portfolio Manager	Presentation/Graphics Officer
Production Planning Assistant	Project Administrator	Project Coordinator
Project Manager	Property Administrator	Property Maintenance Officer
Research Assistant	Research Manager	Research Officer
Secretary	Secretary/PA	Senior Administrative Assistant
Senior Office/Facilities Manager	Senior Research Officer	Team Administrator
Team Leader	Training Administrator	

Governance

Assistant Company Secretary	Company Secretary/Corporate Governance Officer	Corporate Governance Officer
Executive Officer	Executive Support Officer	Information Management Assistant
Information Management Officer	Intellectual Property Officer	Knowledge Management Officer
Patient Liaison Officer		

Switchboard/Receptionist

Corporate Receptionist	Front Desk Coordinator	Junior Receptionist
Junior Legal Receptionist	Receptionist	Senior Receptionist
Switchboard Operator		

Office Services

Filing Clerk	Imaging Specialist	Mail Assistant
Office Assistant	Records Management Officer	Records Manager

Data Entry

Data Administrator	Database Coordinator	Data Entry Assistant
Data Entry Clerk	Data Entry Officer	Senior Data Entry Officer

Customer Service/Finance

Accounts Clerk (Payable/Receivable)	Account Manager	Administrator/Accounts Assistant
Administrator (IT)	Audit Manager or Officer	Bookkeeper
Central Services Attendant	Collections Officer	Contracts Administrator
Contracts Manager/Coordinator	Contracts Officer	Credit Officer
Customer Service Manager	Customer Service and Sales Officer	Customer Service Officer
Events/Functions Coordinator	Finance Officer	Financial Services Administrator
Finance Team Leader	Immigration Officer	Internal Sales Administrator
Marketing Assistant	Market Research Administrator	Market Research Assistant
Payroll Clerk/Officer	Retail Administration Officer	Resource Officer
Sales Administrator	Sales Coordinator	Senior Customer Service Officer

Human Resource Management

Compliance Officer	HR Manager	HR Officer
Industrial Relations officer	Industry Trade Officer	Occupational Safety & Health Officer
Payroll Officer	Recruitment Administrator	Recruitment Officer
Recruitment/HR Officer	Training Assessor	Union Delegate
Workplace Assessment Officer	Workplace Assessment & Training Officer	

Business Studies Educator

Commercial Studies Teacher	Lecturer	Tutor
----------------------------	----------	-------

If you hold a position not listed above, please contact your Division to establish whether or not you are eligible to become a member of the Australian Institute of Office Professionals.