



working for everyone

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Fact Sheet | Information about job types and industries

Use this fact sheet to help you:

- Identify different jobs you have worked in or are interested in
- Identify different industries you have worked in or are interested in

Note: This fact sheet is designed to help job seekers as they use the [Working It Out Tool](#).

OCCUPATION TYPES

Managers

- Managers plan, organise, control and coordinate the operations of government, commercial and other organisations and departments.
- Occupations include Chief Executives, General Managers, Legislators, Farmers, Farm Managers, Specialist Managers, Hospitality, Retail and Service Managers.

Professionals

- Professionals perform analytical, conceptual and creative tasks. Most jobs require a bachelor degree or higher qualification.
- Occupations include Arts and Media Professionals, Business, Human Resource and Marketing Professionals, Design, Engineering,

Science and Transport Professionals, Education Professionals, Health Professionals, ICT Professionals, Legal, Social and Welfare Professionals.

Technicians and Trades Workers

- Technicians and Trades Workers perform a variety of skilled tasks, applying technical, trade or industry specific knowledge in construction, manufacturing, scientific, engineering and other activities.
- Occupations include Engineering, ICT and Science Technicians, Automotive and Engineering Trades Workers, Construction Trades Workers, Electro technology and Telecommunications Trades Workers, Skilled Animal and Horticultural Workers, Other Technicians and Trades Workers.

Community and Personal Service Workers

- Community and Personal Service Workers provide a wide range of services in areas including aged and disability care, health and social welfare, child care, hospitality, policing, tourism and sports.
- Occupations include Health and Welfare Support Workers, Carers and Aides, Hospitality Workers, Protective Service Workers, Sports and Personal Service Workers.

Clerical and Administrative Workers

- Clerical and Administrative Workers provide support to businesses by organising, storing, manipulating and retrieving information.
- Occupations include General Clerks, Receptionists, Office Managers, Accounting Clerks, Contract, Program and Project Administration.

Sales Workers

- Sales Workers sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.
- Occupations include General Sales Assistants, Checkout Operators and Office Cashiers, Sales Representatives, Real Estate Sales Agents and Retail Supervisors.

Machinery Operators and Drivers

- Machinery Operators and Drivers operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, and transport passengers and freight.
- Occupations include Truck drivers, Storepersons, Drillers, Miners and Shot Firers, Forklift Drivers, Delivery Drivers.

Labourers

- Labourers perform routine tasks using hand and power tools, and machines, often assisting more skilled workers such as Technicians and Trades Workers.
- Occupations include Commercial Cleaners, Kitchen Hands, Packers, Shelf Fillers, Building and Plumbing Labourers.

INDUSTRY TYPES

Accommodation and Food Services

- Most jobs are in hotels, motels, cafes, restaurants, takeaway shops, bars and pubs.
- Top 5 occupations: Waiters, Kitchen Hands, Bar Attendants and Baristas, Sales Assistants, Chefs.

Administrative and Support Services

- This small industry covers services that include office administration, debt collection, call centres, travel agencies, building cleaning, pest control and gardening services.
- Top 5 occupations: Cleaners (Commercial, Domestic), Human Resources Professionals, Gardeners, Tourism and Travel Advisers.

Agriculture, Forestry and Fishing

- Top 5 occupations: Livestock Farmers, Crop Farmers, Livestock Farm Workers, Crop Farm Workers, Mixed Crop and Livestock Farmers.

Arts and Recreation Services

- Arts and Recreation Services is a small industry that includes museums, zoos, parks, botanical gardens, creative and performing arts, professional and recreational sports, amusement centres and casinos.
- Top 5 occupations: Sports Coaches, Instructors, Fitness and Sports Centre Managers, Fitness Instructors, Music Professionals.

Construction

- Top 5 occupations: Carpenters and Joiners, Electricians, Construction Managers, Plumbers, Painting Trades Workers.

Education and Training

- This is a fast-growing industry with many employees. It includes teaching across all levels of schools, as well as universities.
- Top 5 occupations: Primary School Teachers, Secondary School Teachers, Education Aides, University Lecturers and Tutors, Private Tutors and Teachers.

Electricity, Gas, Water and Waste Services

- This is the smallest industry in Australia in terms of number of people employed. It covers electricity supply, generation, transmission and distribution, gas supply, water supply as well as sewerage and waste disposal.
- Top 5 occupations: Truck Drivers, Electricians, Electrical Distribution Trade Workers, Contract, Program and Project Administrators, Electrical Engineers.

Financial and Insurance Services

- This industry includes banking, insurance and superannuation funds, as well as financial brokering services.
- Top 5 occupations: Bank Workers, Financial Investment Advisers and Managers, Credit and Loan Officers, Insurance, Money Market and Statistical Clerks, Financial Brokers.

Health Care and Social Assistance

- This is Australia's largest and fastest growing industry, employing over 1.5 million people. It covers health services like hospitals, GPs, dental and ambulance services, as well as services like child care and aged care.
- Top 5 occupations: Registered Nurses, Aged and Disabled Carers, Child Carers, Receptionists, Nursing Support and Personal Care Workers.

Information Media and Telecommunications

- This small industry covers newspapers, books, software and online media, as well as radio and TV broadcasting, internet publishing and broadcasting, internet service providers, telecommunication services and libraries.
- Top 5 occupations: Telecommunications Trades Workers, Film, Television, Radio and Stage Directors, Journalists and Other Writers, Artistic Directors, Media Producers and Presenters, Telecommunications Engineering Professionals.

Manufacturing

- This industry includes manufacturing of food and beverages, petroleum and coal, polymer products, machinery, furniture and more.
- Top 5 occupations: Structural Steel and Welding Trades Workers, Production Managers, Metal Fitters and Machinists, Packers, Cabinetmakers.

Mining

- Mining covers the exploration and extraction of minerals, oil and gas.
- Top 5 occupations: Drillers, Miners and Shot Firers, Metal Fitters and Machinists, Truck Drivers, Other Building and Engineering Technicians, Electricians.

Other Services

- This diverse industry includes personal services like laundry, hairdressers and day spas, funeral and religious services, car repair and maintenance (like spray painting) and other machinery repair services.
- Top 5 occupations: Hairdressers, Motor Mechanics, Beauty Therapists, Ministers of Religion, Air-conditioning and Refrigeration Mechanics.

Professional Scientific and Technical Services

- This industry covers a range of activities like legal and accounting services, veterinary services and computer system design. Many of these services support other industries.
- Top 5 occupations: Accountants, Solicitors, Software and Application Programmers, Graphic and Web Designers, Bookkeepers.

Public Administration and Safety

- This industry includes federal, state and local government administration, the defence force, and services like the police force that enforce rules and public order.
- Top 5 occupations: Police, General Clerks, Security Officers and Guards, Contract, Program and Project Administrators, Inspectors and Regulatory Officers.

Rental, Hiring and Real Estate Services

- Rental and Hiring includes all car hiring, farm animal and bloodstock leasing, and leasing of equipment like video games and heavy machinery. Real Estate Services includes selling or renting of property, management of rental properties, and property valuations.
- Top 5 occupations: Real Estate Sales Agents, Receptionists, General Clerks, Land Economists and Valuers, Office Managers.

Retail Trade

- Retail trade entails the re-sale (sale without transformation) of new and used goods to the general public, for personal or household consumption or utilisation.
- Top 5 occupations: General Sales Assistants, Retail Managers, Checkout Operators and Office Cashiers, Shelf Fillers, Pharmacy Sales Assistants.

Transport, Postal and Warehousing

- This industry includes the movement of people and goods by road, rail or air. Postal and courier services, warehousing and storage are also included.
- Top 5 occupations: Truck Drivers, Couriers and Postal Deliverers, Automobile Drivers, Bus and Coach Drivers, Storepersons.

Wholesale Trade

- Wholesalers are the middlemen between producers and retailers.
- Top 5 occupations: Store Assistants, Sales Representatives, Advertising and Sales Managers, Purchasing and Supply Logistics Clerks, Technical Sales Representatives.

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