

# ADMINISTRATION AND I T

## careers in administration and IT

banking  
accounting  
insurance  
civil service  
reception work  
secretarial work  
paralegal services  
travel and tourism

procurement  
office management  
payroll administration  
clerical work  
quality management  
transport administration  
call centre operations  
human resources

event management  
data administration  
local government  
court administration  
distribution administration  
customer support services  
housing administration  
health service administration

