



BUSINESS SERVICES

What Tasks Could a Student on Placement Do?

- Direct customer service.
- Teamwork and communication in the workplace.
- Using a range of office equipment.
- Develop understanding of and follow WHS policies.
- Create documents.
- Document filing.
- Scanning of documents.
- Completing financial records.
- Researching competitor websites/products/prices/offerings etc.
- Creating flyers for promotions or office posters.
- Preparing name tags, signage and handouts for events.