



ANTICIPATING FUTURE SKILLS

Administrative and Support Services



The Administrative and Support Services industry engages in performing routine support activities for the day-to-day operations of other businesses. These activities include office administration, employment and travel services, call centres, building cleaning, pest control, gardening and packaging services.

By 2024-25, it is projected that there will be:

85,735 people employed in Administrative and Support Services in Queensland

+3,490 additional people employed since 2020-21



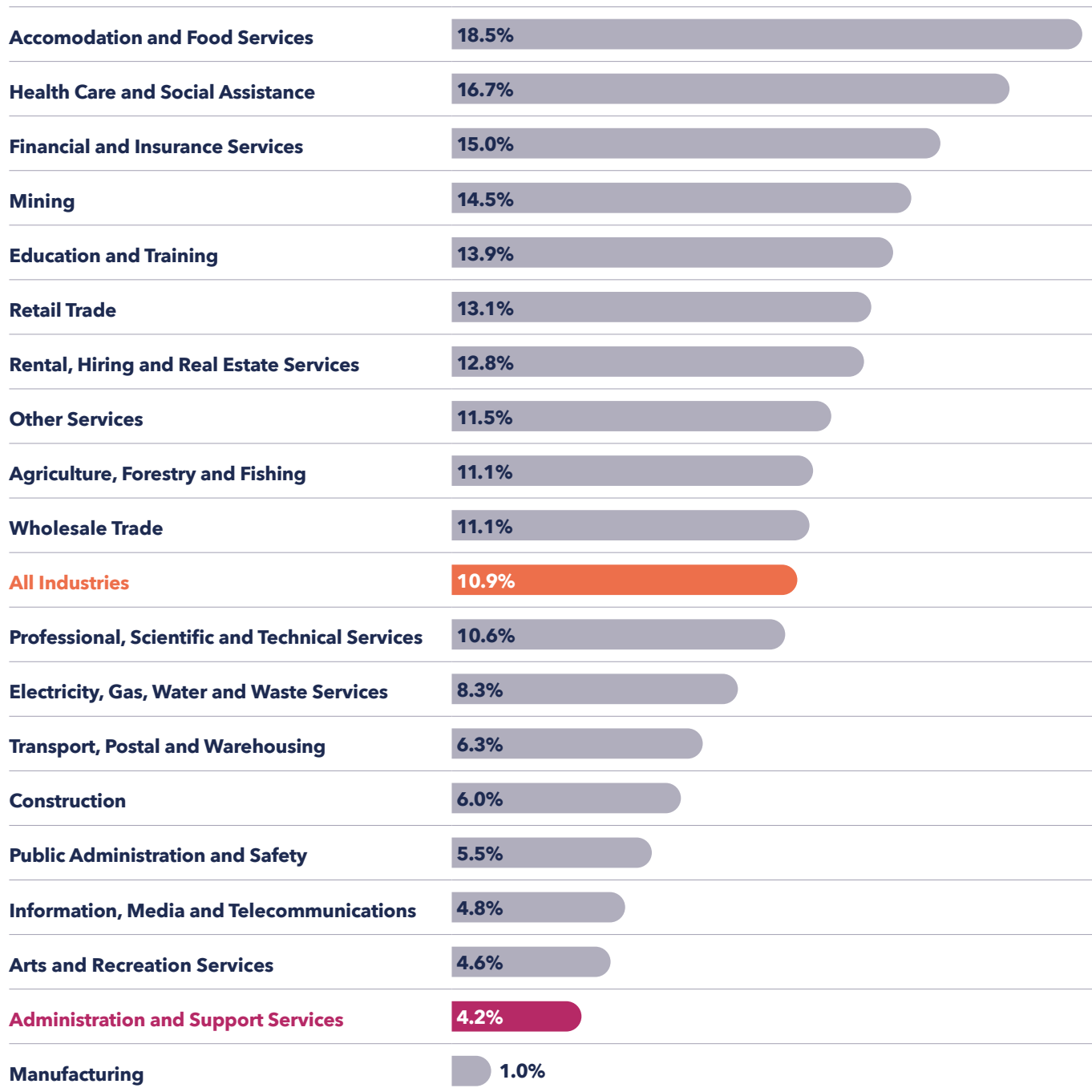
By 2024-25, the four largest Administrative and Support Services subdivisions will be:

Subdivision	People employed	% of industry workforce	Change from 2020-21	Largest occupational groupings
Building Cleaning, Pest Control and Gardening Services	47,008	54.8	↑8.0% (+3,500 people)	<ul style="list-style-type: none"> Commercial Cleaners Domestic Cleaners Gardeners
Employment Services	16,929	19.7	↑2.7% (+449 people)	<ul style="list-style-type: none"> Human Resource Professionals General Clerks Human Resource Managers
Other Administrative Services	12,635	14.7	↑2.1% (+256 people)	<ul style="list-style-type: none"> Conference and Event Organisers General Clerks Call or Contact Centre Workers
Travel Agency and Tour Arrangement Services	8,092	9.4	↓7.6% (-670 people)	<ul style="list-style-type: none"> Tourism and Travel Advisers Gallery, Museum and Tour Guides Retail Managers

The Anticipating Future Skills project provides employment projections for Queensland between 2020-21 and 2024-25, enabling Queenslanders to identify job opportunities across industries, occupations and regions.

As these projections are high level and indicative, it is recommended that the focus be on employment trends rather than the numbers in isolation.

By 2024-25, employment in Administrative and Support Services is projected to have the 2nd smallest increase in employment of all industries.



Almost four per cent of all people working on the Gold Coast will be employed in this industry by 2024-25.

Region	New jobs in 2024-25	% of regional workforce
Brisbane	939	2.9%
Cairns	257	3.6%
Darling Downs - Maranoa	20	1.7%
Central Queensland	124	2.4%
Gold Coast	492	3.8%
Ipswich	214	2.6%
Logan - Beaudesert	203	3.3%
Mackay - Isaac - Whitsunday	113	3.0%
Moreton Bay - North	141	3.1%

Region	New jobs in 2024-25	% of regional workforce
Moreton Bay - South	104	3.0%
Far North	4	1.6%
Outback - North	21	2.0%
Outback - South	-1	2.0%
Sunshine Coast	503	3.5%
Toowoomba	63	2.3%
Townsville	144	2.7%
Wide Bay	149	2.7%

