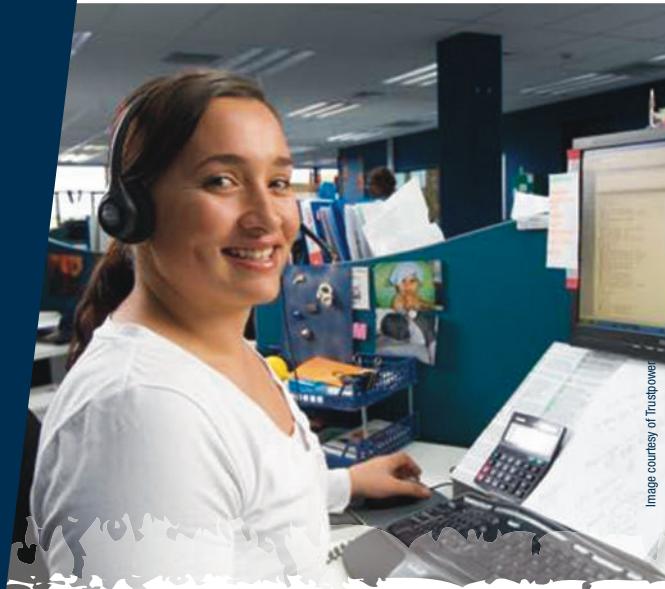


# Electricity Supply Business Administrator



## What Business Administrators Do:

Many business administrators are the first contact point between the electricity company and its customers. It is a job for those who enjoy dealing with people and working as part of a team. The job often includes reception duties, phone contact, secretarial tasks and computer work. Administration roles can often lead to promotion into management positions. NZQA qualifications are available in business administration as National Certificates and diplomas.



Empowering The People Who Power New Zealand

## Electricity Supply Industry Training Organisation

**ESITO**

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# Electricity Supply Business Administrator



Your Career Pathway To The Future



Electricity Supply Industry Training Organisation

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## ▶ About ESITO

ESITO is the Electricity Supply Industry Training Organisation that

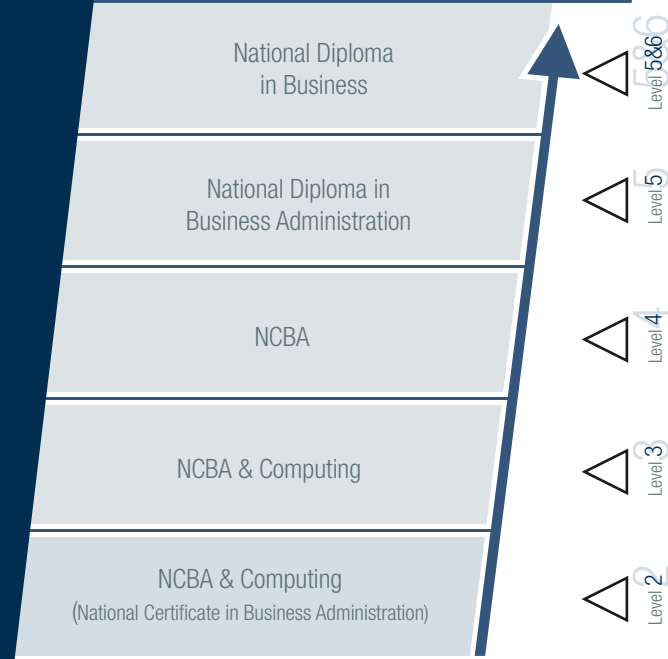
- sets standards and registers qualifications on the National Qualifications Framework that meet the needs of the industry;
- manages training arrangements that enable employees in the industry to achieve these standards and qualifications; and
- provides leadership to the industry on skill and training matters.

ESITO ensures that trainees get a lot of help to complete their qualifications. We work closely with trainees and their employers to make sure that they have mentors or coordinators who will help plan their progress.

ESITO can help you identify scholarship opportunities if you need financial support to advance your training and development. ESITO will work closely with your employer to plan your training and makes sure that the qualifications you get are recognised nationally and internationally.

## Business Administrator

Your Career Pathway To The Future



## ▶ Planning Your Career

The electricity supply industry has a lot of training and career choices. We'll help you plan your training to develop a rewarding and satisfying career that can take you anywhere - whether it's up the corporate ladder, out into the countryside, across the ditch or around the world.

It doesn't matter where you start off in this industry. You're not locked into your first choice. You can try new jobs and learn new skills all the time. While you're training, you're not only paid but you can look forward to well-paid jobs and packages in all sectors of the industry.

ESITO provides:

- well structured training programmes
- internationally recognized qualifications
- individual coaching and training support
- self-paced learning
- ability to check your own progress
- help with career planning and development
- modern apprenticeships support

