**Position Family: Graduates**

*Corporate Graduates*

Graduate - Corporate Support (1-2 years) [GRD.80040.1](#bookmark260)

Graduate - Corporate Support (Entry Level <1 year) [GRD.80010.1](#bookmark261)

# Position title: Graduate - Corporate Support (1-2 years) Aon Position code: GRD.80040.1

**Level: 1**

**Responsible for**

Undertaking activities of a limited scope under close supervision within a non-technical Job Family (eg. Sales, Marketing, Finance & Administration, Human Resources, Customer Service).

# Report to

Team Leader/Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Conducting minor assignments under close supervision.
  + Preparing and presenting basic reports, analyses and documents.
  + Utilising a variety of standard methodologies and techniques in solving problems.
  + Assisting more senior staff in analysing information.
  + Developing an understanding of the business.
  + Undergoing training, either formal or informal, on a regular basis.
  + Contributing to team projects.

# Key skills

* + Research skills acquired at University.
  + Developing communication, organisational, analytical and problem solving skills.

# Internal contacts

Staff at all levels.

# External contacts

No external contacts.

# Typical experience

Typically will have 1 year experience in a non-technical graduate role, coupled with a non-technical (including Marketing, Communications, Business, Commerce, Economics, Human Resources, Arts, Psychology, etc.) tertiary qualification.

# Other comments

This role is suitable for graduate employees who are in their second year of a 2 year graduate program.

# Position title: Graduate - Corporate Support (Entry Level <1 year) Aon Position code: GRD.80010.1

**Level: 1**

**Responsible for**

Undertaking activities of a limited scope under close supervision within a non-technical Job Family (eg. Sales, Marketing, Finance & Administration, Human Resources, Customer Service).

# Report to

Team Leader/Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Conducting minor assignments under close supervision.
  + Preparing and presenting basic reports, analyses and documents.
  + Utilising a variety of standard methodologies and techniques in solving problems.
  + Assisting more senior staff in analysing information.
  + Developing an understanding of the business.
  + Undergoing training, either formal or informal, on a regular basis.
  + Contributing to team projects.

# Key skills

* + Research skills acquired at University.
  + Developing communication, organisational, analytical and problem solving skills.

# Internal contacts

Staff at all levels.

# External contacts

No external contacts.

# Typical experience

Typically will have little or no related experience, but hold a non-technical (including Marketing, Communications, Business, Commerce, Economics, Human Resources, Arts, Psychology, etc.) tertiary qualification.

# Other comments

This role is suitable for graduate employees who are in their first year of employment.