

# BUSINESS SERVICES

## What tasks could a student on placement do?

- Direct customer service
- Teamwork & communication in the workplace
- Using a range of office equipment
- Develop understanding of & follow Workplace Health & Safety 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 & handouts for events