

Office Manager Submission Checklist (Agent Version)
Applicant: Lady Carolina Penuela Pinto
Target Occupation: Office Manager (ANZSCO 512111)
Date: 2026-04-22

Note: Practical checklist for email coordination and sign-off.

1) CV and Positioning

- CV prepared (Office Manager track)
- Agent review completed
- Agent-approved final CV

2) Core Skill Assessment Pack

- Identity set complete
- Qualification certificates complete
- Transcripts complete
- Employment references complete
- Hours and employment type clearly stated
- Reporting line/team scope clearly stated

3) USG Critical Documents

- Org chart evidence available
- Job description evidence available
- Signed employer letter (Office Manager-aligned)
- Signed contract / current role confirmation

4) Additional Employment Supports

- PHIXEL evidence package finalized
- ARKI evidence package finalized
- TTA letter finalized

5) Compliance / Pathway Support

- LMT evidence started (Indeed + JD)
- LMT screenshots and ad details finalized
- Skill assessment submission pack ready

6) Sign-off

- Agent confirms primary pathway
- Agent confirms fallback pathway
- Applicant approval to lodge

Final File Lock (mark when definitive)

- cv_for_agent_office_manager.pdf FINAL
- office_manager_skill_assessment_pack FINAL
- usg_employer_letter FINAL
- lodgement_support_bundle FINAL