

## Office Manager Pathway Checklist (Detailed)

Applicant: Lady Carolina Penuela Pinto

Track: Office Manager (ANZSCO 512111)

Date: 2026-04-22

Note: Workflow support only. Not legal advice.

### A) Document Version Control

- CV generated by applicant/internal workflow
- CV reviewed by migration agent
- CV approved as final version for submission
- Office Manager CV (general) generated
- Office Manager CV (agent version) generated
- Final naming lock for submission package

Final file register (to lock when approved):

- cv\_for\_agent\_office\_manager.pdf (final)
- cv\_master\_office\_manager.pdf (internal final)
- employer\_letter\_usg\_office\_manager\_final.pdf
- org\_chart\_signed\_final.pdf
- office\_manager\_evidence\_pack\_final.zip

### B) Missing Employer Certifications / Supports

USG (Office Manager focus)

- Signed employment contract (role + hours + salary)
- Employer reference letter aligned to Office Manager duties
- Confirmation of reporting line and team supervision
- Confirmation of minimum hours (20h+/week equivalent if part-time)
- Evidence of current role continuity (start date to present)

### PHIXEL

- Role confirmation letter (operations/business coordination)
- Subcontractor coordination evidence
- Accountant-support payroll/process evidence
- Client/project evidence supporting duty scope

### ARKI

- Business activity support package (ABN/invoices/payments)
- Role statement for admin/operations duties
- Accountant-support workflow/payroll evidence

### TTA

- Contract/service confirmation letter
- Duties and period confirmation

Legacy/Support docs still pending

- Falabella employer certification (if available)
- SENA AutoCAD certificate copy

### C) Office Manager Skill Assessment Preparation (Step-by-step)

Step 1: Occupation and criteria lock

- Candidate track identified: Office Manager (512111)
- Source criteria captured (VETASSESS pages)
- Agent confirms occupation strategy (primary/fallback)

Step 2: Identity and base eligibility docs

- Passport copy (clear and current)
- Additional ID documents (minimum set required by authority)

- Passport-size photograph (if required by pathway)

#### Step 3: Qualification evidence

- Qualification certificates consolidated
- Transcripts consolidated
- Qualification completion status verified
- Certified translations for non-English docs (if needed)

#### Step 4: Employment evidence packaging

- Employer letters aligned to Office Manager duties
- Dates, hours, employment type clearly stated
- Reporting line and supervision scope included
- Operational/admin/financial coordination duties explicitly documented
- Evidence quality check (consistency with CV and job description)

#### Step 5: Role-fit consistency checks

- CV wording aligned to Office Manager track
- USG org chart aligned to CV and letter
- Job description aligned to nominated occupation track
- Remove conflicting wording from alternate occupation track if needed

#### Step 6: Skill assessment readiness review

- Evidence matrix completed (criterion vs document)
- Gaps closed or formally documented
- Agent pre-lodgement review completed
- Final package approved for submission

#### D) Visa Pathway Parallel Tracking

##### Plan A (Office Manager track)

- Office Manager skill assessment package complete
- Submission-ready checklist complete

##### Plan B (alternative track if required)

- Sales and Marketing Manager fallback package maintained
- Comparative rationale documented

#### E) Labour Market / Visa Compliance (482 support)

- Indeed job ad evidence loaded
- USG job description evidence loaded
- Job ad screenshots with full details
- Salary and duties visibility evidence
- Duration and recruitment activity evidence

#### F) Agent Feedback Management

- Agent feedback section created in app
- First agent feedback loaded (Gate2Aus)
- Second independent agent feedback loaded
- Multi-agent contrast review completed
- Final decision log signed off (occupation + pathway)

#### G) Final Submission Readiness Gate

- No critical evidence gaps
- All key letters signed and dated
- All translations available (if required)
- Final agent approval received
- Final package exported and archived

Owner notes:

- Use this as master operational checklist.
- Update date and initials on every status change.