

TRAINEESHIP INFORMATION KIT



TRAINEE - BUSINESS ADMINISTRATION - Surat

Applications close: 5pm Monday, 15 March 2021

Maranoa Regional Council is offering an opportunity for a trainee to kick start their career and build their knowledge, skills and experience in a supportive and friendly workplace. As a Business Administration Trainee you'll get the opportunity to complete a Certificate III in Business Administration and be provided with real on the job training.

- ✓ **Is your phone and email manner friendly?**
- ✓ **Do you like helping people and problemsolving?**
- ✓ **Are you interested in learning new business skills?**
- ✓ **Know your way around a computer and Microsoft Office?**
- ✓ **Do you have a positive attitude and are you punctual and reliable?**
- ✓ **Love working as part of a team?**
- ✓ **Can you multi-task, prioritise and manage your time effectively?**
- ✓ **Do you have a strong commitment to complete a 12 month traineeship?**

If you answered yes to all the above – apply today!

What you'll be doing:

- General admin e.g. filing, electronic tracking and creating files
- Assisting customers over the phone and face to face
- Preparing a wide range of documents including reports, correspondence, forms etc
- Researching and collating information, data and statistics
- Completing a Certificate III in Business Administration

What we can offer:

- Meaningful on the job learning and practical experience
- Welcoming, friendly and supportive team members
- A safe working environment
- Salary as per the Training Wage Award 2012
- Certificate III in Business Administration
- A kick start to an exciting career in local government
- 12 month traineeship

Looking for a career opportunity?

Keen to earn while you learn?

**Have you considered a traineeship with
Maranoa Regional Council?**

ELIGIBILITY

You must be:

- Aged 15 years and over
- An Australian citizen or a person with a permanent residency visa.

You must NOT:

- hold a qualification in the same field or in a field related to that of the proposed traineeship
- have a qualification that is equal to or higher than the qualification you will receive by undertaking the traineeship.

Applicants from the following groups are encouraged to apply:

- Young people (aged 15-24)
- Long-term unemployed job seekers
- Aboriginal and Torres Strait Islander people
- Mature-age job seekers (45 years or older)
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with disability or impairment
- Displaced workers
- Women re-entering the workforce.

HOW TO APPLY

- Submit your application (by uploading your Resume and Cover Letter) online at www.maranoa.qld.gov.au by the closing date.

For more information, please call Council's Organisational Development & Human Resources team on 1300 007 662.