

TRAINEESHIP INFORMATION KIT



TRAINEE - BUSINESS

ADMINISTRATION – Roma

Applications close: 5pm Monday, 6 December 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 problem solving?**
- ✓ **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.

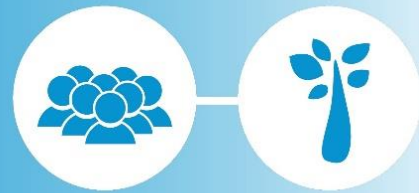
HOW TO APPLY

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

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

POSITION DESCRIPTION

Trainee – Business Administration



About the position

Profile

Position title	Trainee – Business Administration
Position number	1035
Department	Organisational Development & Human Resources
Current location	Roma
Classification	Training Wage Award State – 2012 – Level A / Maranoa Regional Council Certified Agreement 2019
Reports to	Manager – Organisational Development & Human Resources
Date last reviewed	23 November 2021

Purpose

This role provides professional work experience aligned to the business administration course while contributing to the delivery of required service level standards for various Council teams within the Roma area.

Under the guidance and direction of experienced team members, the Trainee will develop skills, knowledge and experience associated with business administration by:

- Undertaking general administration tasks
- Providing quality customer service
- Completing a Certificate III in Business Administration

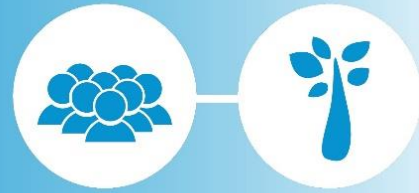
Key responsibilities

• Administration support

- Research and collate information, data and statistics and prepare basic reports.
- Prepare a wide range of documents including reports, correspondence, forms and flyers etc.
- Create files and maintaining electronic records.
- Provide courteous and friendly service to internal and external customers via phone, face to face and email.
- Assist with the coordination and preparation of meetings and recording minutes.
- Provide general administrative support to various teams across Council and assist with community-based programs and events if required.

POSITION DESCRIPTION

Trainee – Business Administration



- **Certificate III in Business Administration**

- Actively participate in the course as scheduled
- Successfully complete all assessment tasks and other course requirements within allocated timeframes
- Undertake on the job training in the workplace and achieve work outcomes as directed

- **Other**

- Undertake duties within the skill level, competence, and training, consistent with the applicable level within the Award, in any area of Council as required
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals

Our values

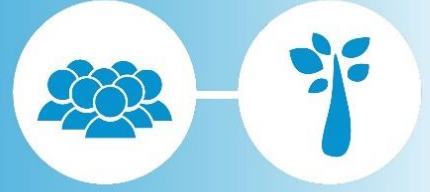
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Trainee – Business Administration



About the person

Qualifications and licences

Although not mandatory, the below qualifications and licenses are highly desirable:

- Current C (Car) Class Driver Licence

Required skills and experience

To be successful in this role you will have:

- Ability to meet the eligibility requirements as outlined in the Traineeship Information Kit
- Sufficient language, literacy, and numeracy skills to complete the required online course work for Certificate III in Business Administration
- Ability to seek and accept constructive advice and direction from mentors and more experienced colleagues
- Self-motivation and willingness to take responsibility for own development and learning needs
- Ability to provide courteous and friendly customer service to internal and external stakeholders
- Demonstrated interest in the administration or other related field
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals