

# JOB VACANCY



Worksite Training

## BUSINESS ADMINISTRATION TRAINEE

Worksite Training is seeking applications from aspiring candidates for an exciting career opportunity working within a growing Registered Training Organisation based in Corrimal.

### DESCRIPTION

The role of the administration trainee is to:

- Provide customer service to prospective and current students, clients, and stakeholders
- Provide administrative support to trainers and managers
- Update and maintain enrolment records
- Assist with the preparation of training materials
- Maintain training room bookings and organising room set up
- Electronic filing

### ABOUT YOU

The ideal candidate will be open to learning on the job, committed to completing a business qualification and be team and goal oriented. You will be confident and well spoken, reliable, well organised and have some experience using computer applications such as Microsoft Word and Outlook.

### OPPORTUNITY

This is a full time business administration traineeship. Traineeships provide you with the opportunity to earn while you learn. You will complete a Certificate III Business as part of your employment. Part time arrangements will be considered if this is the best employment solution for the right applicant.

Award wages apply.

### HOW TO APPLY

To apply please send your resume and a short covering letter explaining why you would like to be considered for this opportunity to the contact person below.

For more information about this role and the selection process please contact:

Kristy McWilliams 0413 943 511 [kristy.mcwilliams@worksitetraining.com.au](mailto:kristy.mcwilliams@worksitetraining.com.au)