

## Administration Traineeship (Mackie Electric and Refrigeration Pty Ltd)

### Industry

Trade – Administration

### Description

Mackie Electric & Refrigeration are seeking a motivated individual with a positive attitude and an ability to work well within a team for an immediate start in our Administration Departments as a Administration Trainee

A team player with a positive attitude, strong work ethic and high attention to detail are essential. To be considered for this role you will have;

Effective time management skills

Excellent written and verbal communication skills

Capacity to multitask and prioritise

You will report to the Management team and the coordinators of each department. You will learn all facets of the service/sales/purchasing/accounts departments and provide cover to those duties whilst others are on leave.

This is a full-time position, 8.00am – 4.30pm, Monday to Friday at our Taree Head Office. The ideal candidate would be seeking for longterm employment as this role will come along with job security within a well established business (Since 1953)

### Contacts

Please email a cover letter and your resume for the attention of Adam Holt to [careers@mackiesgroup.com.au](mailto:careers@mackiesgroup.com.au)

We thank you for considering employment with Mackies. Please note, only suitable applicants will be contacted for an interview.

Or click on the link to apply: <https://www.seek.com.au/job/86657755?ref=search-standalone&type=standard&origin=jobTitle#sol=d329c40dd989d7480bff4029f72bbca1552020d5>

### Date posted

August 25, 2025

### Closing date

21.09.2025

### Job Location

Port Macquarie and various locations

### Employment Type

Full-time