

Business Administration Trainee

Industry

Trade – Administration

Description



Date posted

March 30, 2026

Closing date

18.04.2026

Job Location

Port Macquarie

Employment Type

Full-time



Business Administration Trainee

About the Opportunity

Begin your career with a Business Administration Traineeship in a professional and supportive debt collection firm. This is a great opportunity to complete a Certificate III in Business Administration while gaining valuable, hands-on experience in a structured office environment with our Host in Port Macquarie.

What You'll Be Doing

You will assist with a range of administrative and customer service tasks, including:

- Answering inbound phone calls and directing enquiries
- Responding to emails and general correspondence
- Data entry and maintaining accurate filing systems
- Assisting with reporting using Excel
- Supporting general office operations

In this role, you may occasionally be exposed to sensitive financial situations. You may speak with customers experiencing financial difficulty or stress. Your role will be to assist with general enquiries and direct more complex matters to senior team members for support.

About You

- We're looking for someone who is:
- Professional, reliable, and eager to learn
- A confident and respectful communicator
- Organised with strong attention to detail

- Comfortable using computers and learning new systems
- Able to work both independently and within a team
- Empathetic and able to remain calm and professional in sensitive situations

No previous experience required — just a positive attitude and commitment to learning.

Why Zeal Futures?

We do more than just get you a job. We employ you and back you the whole way – with training, mentoring, guidance, support and real career opportunities. Real income, real skills.

Perks include:

- Nationally recognised training
- Access to coaching, training & support
- Discounts on Health & Wellbeing services
- Counselling and ongoing mentoring
- Opportunities to rotate across employers for further exposure.

Contacts

To apply please click on the link :

<https://www.seek.com.au/job/91029949?ref=search-standalone&type=standard&origin=jobTitle#sol=e5a5e522fd64526006348634ff6230792e4a3007>