

Trainee – Business Administration (Port Macquarie)

Industry

Administration

Description



Date posted

April 3, 2024

Valid through

17.04.2024

Employment Type

Full-time



Business Administration Trainee

Our Port Macquarie Branch is on the lookout for a motivated and eager individual seeking an entry-level administration role. If you possess a genuine willingness to learn in a dynamic and fast paced environment, then this may be the role for you!

Who we're looking for

All you need to get started is a good attitude, motivation and a genuine willingness to learn and help the team. These are quality opportunities to gain valuable experience and get your career kick-started! So, if you're reliable, committed to studying some more (by doing a Certificate III or IV), and keen for something new, we want to hear from you!

What skills will I learn?

One of the best parts about a Business or Business Administration Traineeship is the absolute buck load of transferable life skills you learn. Some of these are:

- Problem solving skills
- A heightened attention to detail
- Confidence communicating to different kinds of people
- Customer service and people skills
- Organisational and time management skills
- Proficiency in managing files (digitally and paper-based)

What to expect

Often there is a perception that admin or reception can be an easy gig but in actual fact, it can be really demanding and fast-paced. On any given day, you could be doing things like answering multiple phone calls, sending emails, doing paperwork, organising schedules, making appointments, data entry and so on. It all varies depending on your host employer's business.

A Business Traineeship normally takes 12-24 months to complete. In the end, you come out with a nationally accredited Certificate III or IV in Business. From here, you can continue your studies or jump straight into the workforce with your new skills glowing on your resume.

Trainees get paid the standard award wage (as stipulated by the Fair Work Ombudsman). It's certainly not millions but you do get to earn while you learn instead of racking up an enormous HECS debt that'll take years to pay back! PLUS, you will be full time, and that means getting paid holidays!

Contacts

How to apply

This position needs to be filled as soon as possible. If you believe you have the necessary skills and would like to be a part of our dynamic team, please apply now with your resume and cover letter addressing the selection criteria.

Click Apply Now or email your **resume and cover letter** to the HR Team via hr@novaskill.com.au

All successful candidates will be required to undertake a National Police Check and provide proof of vaccination prior to commencing employment. Unfortunately, due to a high volume of applications, we are only able to contact shortlisted candidates.