

# Certificate II Workplace Skills (Business)

## Part Time Traineeship

Carnarvon, WA

### About us:

ATC Work Smart in partnership with host employers across all industries and disciplines engage, inspire and develop the next generation of skilled workers. We have been supporting trainees and apprentices for over 35 years and understand how to help you achieve success.

### Why a Traineeship?

A traineeship is an excellent way to achieve a nationally recognised qualification whilst working in a real job. Traineeships are available to anyone of working age. Becoming a trainee could be the best thing you ever do. You'll earn a wage and work towards a qualification that could take you places. The successful candidate will undergo a combination of on-the-job training and off the job training to achieve a **Certificate II in Workplace Skills (BSB20120)**. A dedicated ATC Work Smart Industry Consultant will assist you every step of the way, you'll be able to contact your mentor when you need them, plus they regularly visit you in the workplace.

### About the Role:

We are looking for a motivated, committed, reliable person with a can-do attitude and an interest to gain practical on the job experience in workplace skills through a part-time traineeship in a medical practice.

- Providing telephone receptionist services
- The setting up of electronic files
- Providing administrative support; including word processing, using excel spreadsheets, data input, scanning documents, photocopying, filing, archiving
- Recording and distributing of incoming and outgoing mail
- Front end housekeeping duties

### About you:

The successful applicants will have:

- An aptitude for business/administration
- Ability to work in a team environment
- Ability to show initiative
- A passion for outstanding customer service
- Good literacy, language & numeracy skills
- Sound IT skills with MS Office and the ability to learn the specific programs used by the business
- Be able to maintain the confidentiality of the business
- Abide by all OHS Regulations

### **On offer to employees:**

- Comprehensive work and learning experiences
- Specialised on-going mentoring from industry trained professionals.
- Employee assistance program

### **How to apply:**

Please submit the following:

- A cover letter briefly describing why you are interested in this role
- A current resume outlining your education, skills, knowledge and experience.

Applications are welcome via email to [positions@atcworksmart.com.au](mailto:positions@atcworksmart.com.au) or enquiries can be made to [\(08\) 6819 5300](tel:0868195300).

All enquiries and applications will be handled in strict confidence.

ATC Work Smart is an Equal Opportunity Employer and is committed to building a workplace culture that values diversity and inclusion.

To be eligible for an apprenticeship or traineeship you must be an Australian Citizen or Permanent Resident.