

Traineeship Certificate III in Business

Full Time Traineeship

Geraldton

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 III in Business (BSB30120).

A dedicated ATC Work Smart Field Officer 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.

The role:

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

On offer to employees:

Full time hours with possible over time and allowances paid.
Comprehensive work and learning experiences on and off site.
Specialised on-going mentoring from industry trained professionals.
Employee benefit program

About you:

We are seeking a person who is:
Willing to learn and can show considerable initiative
Exceptional telephone manner
A passion for outstanding customer service and the ability to develop rapport with people
Highly effective interpersonal skills, verbal, written and maths
Enjoy working in a team environment
Sound IT skills with MS Office and the ability to learn the specific programs used by the practice
Be able to maintain the confidentiality of the business
Abide by all OHS Regulations
This is a junior, entry-level position and all training is provided. Training will be ongoing throughout the Traineeship.

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 or enquiries can be made to (08) 6819 5300.

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.