

# BUSINESS ADMIN TRAINEESHIP

This is a great opportunity for a Gumala member to join the GAC team in Tom Price, providing an administrative support role to the Office and Facilities Manager. The position involves a variety of duties and responsibilities including reception, customer service and general administrative tasks. The trainee will be the first point of contact for enquiries from Members and stakeholders, so good communication skills, a positive attitude and reliability are essential requirements if you wish to be considered.

## Key responsibilities include but are not limited to:

- Providing high-level customer service in accordance with prescribed practices and protocols
- Answering telephone calls, taking messages and responding to routine enquiries
- Handling and distributing mail, photocopying , data entry, word-processing documents and ordering supplies
- Undertaking filing and maintain and update filing systems

## What are we looking for?

- Ability to commit to a 12 month full time or 18months part time Traineeship
- Good organisational skills, including the ability to manage time and meet deadlines
- Sound attention to detail and accuracy
- Sound communication skills and ability to work positively with colleagues and clients
- Computer literacy

## What's in it for you?

- Gain valuable on the job experience
- Complete a Certificate 3 in Business
- Weekly wage
- Progression opportunities available for the right candidate

You will be undertaking your studies while working, so it is essential you have strong organisational skills and are able to put aside time to complete the required units of the training, which will extend over 12-18 months. This position is initially offered on a part-time basis.

Make this the year you launch your career and set the path to success! Apply Now! Any further enquiries, please don't hesitate to contact Michael Timpson on 0429 488 340.

*MEGT (Australia) is a Child Safe and Equal Opportunity employer committed to child safety and providing a work environment that values diversity and inclusion.*

To apply, please send cover letter and resume to [Michael.Timpson@MEGT.com.au](mailto:Michael.Timpson@MEGT.com.au)



**GUMALA**  
ABORIGINAL CORPORATION