

CERTIFICATE III BUSINESS TRAINEESHIP

GAC Members have an opportunity to apply for a Cert III Traineeship, delivered in conjunction with MEGT and based in our East Perth office.

The position involves a variety of duties and responsibilities including reception, customer service and general administrative tasks.

What will you be doing?

- 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 maintaining and updating filing systems
- Data entry
- Other ad hoc administrative duties as required.

What are we looking for?

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

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.

For enquiries, please don't hesitate to contact Louise Haywood-McKenry on 0408 127 948.

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 louisemckenry@megt.com.au

