

CERT III BUSINESS ADMIN TRAINEESHIP CALLING FOR EXPRESSIONS OF INTEREST



GAC Members are invited to send through an Expression of Interest to complete a Cert III Traineeship – hosted by GAC or an external organisation.

Who will you be working for?

Gumala Aboriginal Corporation works in collaboration with Protech, a nationally recognised Group Training organisation, to offer trainees the opportunity to complete a Certificate III in Business Administration. The position, based in East Perth, involves a variety of duties and responsibilities including reception, customer service, governance tasks 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 if you wish to be considered.

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 12 months or 18-month 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.

What's in it for you?

- Valuable on-the-job experience
- Completion of a Certificate III 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 to 18 months.

Please send through your Expression of Interest to gacjobs@gumala.com.au

GAC may invite you to consider traineeships with other organisations if there are no current vacancies at Gumala.