



**Employment Opportunity:**

# **Traineeship—Quorn**

## **CERTIFICATE 4 IN BUSINESS ADMINISTRATION**

Career Employment Group is seeking applications for a Business Administration Trainee position located with The Flinders Ranges Council, Quorn, South Australia.

This position is well suited to an individual who has well-developed computer, literacy and numeracy skills. The applicant should be solution focused with excellent interpersonal skills and a strong desire to learn.

To be successful in this role you will be enthusiastic, eager to enhance your skills and have a strong desire to pursue a career in Administration.

This exciting opportunity is a two (2) year Training Contract position.

Requirements may include:

- Coordinate business resources
- Address customer needs
- Design and produce business documents
- Undertake finance duties, including cash handling as required
- Organise personal work priorities and development
- Manage incoming and outgoing correspondence
- Contribute to effective workplace relationships
- Contribute to a safe working environment.

To be considered for this traineeship, the successful applicant will:

- Satisfactorily pass a pre-employment medical
- Be prepared to undergo required background screening
- A Drivers Licence and reliable transport is advantageous but not essential
- People residing in Quorn, Hawker or Craddock are strongly encouraged to apply.

To apply, please submit a cover letter outlining the position you are applying for and a current resume to **[paul.templer@ceg.net.au](mailto:paul.templer@ceg.net.au)**

**APPLICATIONS CLOSE: Friday, 26th October 2018**

*\*position may be filled prior to closing date*