

Trainee Business Administration

The primary focus of the Trainee Business Administration is to complete a Certificate III in Business Administration over a 12-month period while undertaking a range of related activities required for the completion of the traineeship. The position will support you to acquire a range of skills and experience while you support the day-to-day operations in a range of business administration and support functions.

Who we are looking for:

- Preferably applicants will have recently completed secondary school
- You will need to have good interpersonal and written communications skills that will enable you to communicate effectively in the workplace and complete course work to the required standard within the specified timeframe
- You will need to be a motivated individual who will positively contribute and work as part of a committed team
- You will have an interest in business administration.
- Have a C Class drivers license or be able to demonstrate a positive commitment towards attaining a drivers license
- You will need to meet the prerequisite requirements and be eligible to enrol in the required course

What we can offer you:

- Opportunity to undertake a Certificate-level qualification
- Fixed term position for period of the traineeship (nominal period is 12 months)
- Commencing base wage from \$34,924 per annum depending on the age of the successful applicant
- Mareeba Allowance – up to \$2,080 per annum
- 12% employer superannuation contributions
- 5 weeks annual leave with 17.5% leave loading

Mareeba Shire Council is committed to the principles of Equal Opportunity and workplace diversity. We encourage a diverse workforce reflective of our community to better meet the needs of our customers.