

Indigenous Office Traineeship
Are you looking for a career start ?

www.macmahon.com.au



Macmahon has a great opportunity to undertake a full-time Business Administration Traineeship based in our Welshpool. This role will provide administrative support in a busy office environment, and will be full-time (5 days per week).

You will receive full training while undertaking responsibilities including –

- Reception duties
- General admin duties such as word processing, filing, record keeping, mail distribution, photocopying and maintenance of stationary supplies

On completion of the traineeship you will attain a qualification (Cert II Business Administration) along with vast amounts of industry experience.

The successful candidate will possess –

- Good communication skills
- A great eye for detail
- An ability to organise and prioritise their workload
- Must be able to work well in a team environment and
- Some computer knowledge

This **entry-level** position will suit a person wanting to pursue a career in administration. Recent school leavers or people without tertiary qualifications are encouraged to apply. Please email your updated resume to Mandy Boylan mboylan@macmahon.com.au

Training Award Wages Apply.