



# Business Traineeship

## Mid West Gascoyne Region

### Business Traineeship

*Are you up for a challenge? Do you want to be part of a great team in our Mid West Gascoyne Region?*

*Learn new skills and really make a difference!*

Traineeships are an excellent way to combine training with work, enabling you to have a job while you complete training towards a nationally recognised qualification.

#### Where will a Business traineeship take you?

As a Business Trainee you will complete a Certificate IV in Business over 12 months, while working full time. You will have the opportunity to undertake many varied tasks including:

- Reception – provide front counter service, including greeting visitors and providing assistance.
- Administration – undertaking computing tasks, such as spreadsheets, electronic diary management and email.
- Records – maintaining accurate information on the status and movement of records and files.
- Clerical Support – data entry for various business systems including finance, accounts payable, purchasing, human resources, plant and vehicle load permits.
- Workplace Health and Safety - assist the Health and Safety team with admin, reporting and system functions.

#### The team...

Our Geraldton team are enthusiastic and supportive of each other. Collectively, a team manages the delivery of road construction and maintenance programs and all the other activities that keep our region's road network operating.

You will work in the Business Services team - led by the Business Manager to contribute to the smooth running of the reception area and all administrative work.

#### Regional benefits

In addition to a competitive base salary and 11.5% superannuation, you may be eligible to receive a range of benefits in the Mid West Gascoyne region including:

- Commuted overtime allowance of 9% per annum
- District allowance of \$1,239 per annum
- Generous power subsidies paid fortnightly
- A communications subsidy of up to \$25 per month

#### We want to hear from you!

We are looking for people who:

- Love to get involved and take on new challenges and responsibilities
- Have strong problem solving skills
- Enjoy working as part of a team
- Have an interest in working for Main Roads Western Australia in their local community
- Willing to get involved in all aspects of learning and developing a career in business & administration

*We don't just work here, we live here, and this is your opportunity to be part of our Main Roads family.*