



Business Traineeship

South West Region

Business Traineeship

Are you up for a challenge? Do you want to be part of a great team in our South West 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.
- Fleet Services – assist with the day to day management of the fleet vehicle pool and office and depot facilities.

The team...

Located in our Bunbury office you will work in the Business Management Team, which is a very busy and diverse area. Business services supports all areas of the region, with some examples being, Bridges, Construction, Materials, Maintenance, Development, Safety, Finance.

Being a regional office you will be exposed to a wide range of administrative services, encompassing customer service, record keeping, data entry, finance, procurement, and fleet. With many opportunities to be introduced to new duties as you become more familiar with the position.

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 South West region including:

- Commuted overtime allowance of 9% per annum
- 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.