



# Business Traineeship

## Kimberley Region

### Business Traineeship

*Are you up for a challenge? Do you want to be part of a great team in our Kimberley 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 III 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, maintaining the key register for contractors and service providers.
- 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, fixed assets, human resources, plant.
- Fleet Services – assist with the day to day management of the fleet vehicle pool and office and depot facilities.

#### The team...

Our regional team are enthusiastic and supportive of each other. Collectively, a team of over 40 full time staff manage the delivery of road construction and maintenance programs and all the other activities that keep our region's road network operating.

Located in our Derby and Broome offices, you will work in the Business Services team - led by the Business Manager and along with supportive team members, you will contribute to the smooth running of reception and all administrative work required for the region.

#### 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 Kimberley region including:

- Commuted overtime allowance of 18% per annum
- District allowance from \$7436 per annum
- After 12 months of service, you can access an annual leave travel concession (reimbursement of the cost of return airfares to Perth once per annum)
- Generous power subsidies paid fortnightly
- A communications subsidy of up to \$25 per month
- Additional North West leave entitlements

#### 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.*