



Business Traineeship – Perth Metropolitan

Business Traineeship

Are you up for a challenge? Do you want to be part of a great team? 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 Business Trainee at Main Roads 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, which may include:

- Administration – undertaking computing tasks, such as working with spreadsheets, electronic diary management and email
- Record keeping – ensure accurate information on the status and movement of records and files
- Clerical Support – data entry for various business systems including finance, accounts payable, purchasing and HR
- Fleet Services – Assist with the day to day management of the fleet vehicle pool and maintaining vehicle logs
- Safety Reporting – completing safety reports for the branch
- Reception – providing front counter service, including greeting visitors and providing assistance

Where will I be working?

There a number of opportunities, located in five different areas of Main Roads.

Finance and Commercial Services -

Located at our East Perth head office, the Finance and Commercial Services directorate is very diverse covering financial management, legal, commercial and insurance services, property, IT, procurement, fleet and our Program Management Office. You will be part of the Business Management team which provides executive and business administration services including business plans, budgets, ministerial processes, governance and reporting for the directorate as well as great customer service.

Transport Portfolio Aboriginal Engagement -

Located within our new culturally diverse office, "Bidi Katadjin," at Level 2, 2 Victoria Avenue Perth, the Transport Portfolio Aboriginal Engagement Team is facilitating the State Government targets for improving Aboriginal Participation and aims to be the centre for excellence that builds on the strengths across the Transport Portfolio agencies to enhance performance in Aboriginal economic participation, cultural recognition, and workplace cultural safety. The team works across the Transport Portfolio which comprises Main Roads, Department of Transport (DoT), Public Transport Authority (PTA), Office of Major Transport Infrastructure Delivery (OMTID), METRONET and Westport. You will be part of the dynamic Business Management team which not only provides business and administration support, it monitors and reports on Aboriginal Participation data from infrastructure projects across the State and manages the Aboriginal Business Directory.

Supply and Transport -

Located at our East Perth office, the Supply & Transport Branch provides procurement, credit card, purchasing and light fleet vehicle business solutions across Main Roads. You will be part of a team that processes purchase orders and corporate credit cards, provide support in tendering and contract administration as well as assisting with fleet management services.

Heavy Vehicle Services -

Located at Redcliffe, Heavy Vehicle Services (HVS) is responsible for improving heavy vehicle safety, productivity and equity of services across the transport industry in Western Australia. HVS facilitates the movement of Restricted Access Vehicles in Western Australia and provides Traffic Escort Services for the movement of Oversize Over Mass moves. HVS is responsible for issuing permits and orders, which allow Restricted Access Vehicles to access suitable State and Local roads, having regard to the safety of other road users and sustainability of the road asset. HVS is also responsible for providing Compliance and Enforcement Services to ensure transport operators comply with regulatory requirement. As a Business Trainee, you will be part of the Business Services team which provides business and corporate services to Heavy Vehicle Services. Supporting the branch to implement best practice technology solutions and leading the branch in the implementation of commercial business practice.

Human Resources -

Our Human Resources (HR) Directorate support our business to attract, develop and retain our most valuable assets—our people! In a team of professionals with expertise in employment/industrial relations, payroll, workforce development, HR business partnering, recruitment, data, Aboriginal engagement and diversity, and our new safety branch, you'll see firsthand the role HR plays to support the growth and well-being of both employees and the organisation as a whole. In developing your administration skills, and working with Human Resource Information Management Systems (HRIMS) you'll perform clerical and business support activities in the context of HR related functions.

Benefits of working at Main Roads:

- Competitive Salary
- 11.5% Superannuation
- Option of 37.5 or 40 hour work week
- Annual Flu Shots & Skin Checks
- Health and Wellbeing Program
- Great Social Club with numerous events over the year

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 and administration

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