



Office Assistant Traineeship Opportunity

Certificate III in Business



Position Information

Location

This position is located in Darwin City

Description

Our host business is seeking a Trainee that can provide general administrative support and reception duties.

Work hours

This position is a full time 38 hours per week, working 7.30am – 4pm Monday – Friday

Successful candidate will have/be

The successful candidate for this position will have/be –

- Identify as Indigenous
- Good organisational and time management skills, and good oral, written, numeracy skills
- Ability to work with minimal supervision but able to take direction
- Ability to multitask and demonstrate attention to detail
- Demonstrated problem solving and analytical skills, with the ability to meet deadlines

Qualification Information

Type

This qualification is a Traineeship.

National Qualification Name

Certificate III in Business (BSB30115)

Qualification Description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Licensing/Regulatory Information No licensing, legislative or certification requirements apply to this qualification at the time of publication

Nominal Duration

This qualification has a set nominal duration of 18 months, *this is the amount of time you need to be committed to for successful completion of this qualification.*

Nominal Hours

This qualification has a set nominal hours of 550

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