



Traineeship Opportunity Shire of Victoria Plains

Grant Agreement Through the Department of Primary Industries and Regional Development

About the Shire of Victoria Plains

The Shire of Victoria Plains has an excellent opportunity for an enthusiastic, energetic, self-motivated, team-oriented individual to fill the role of Customer Service Officer Trainee. The Shire is an equal opportunity employer and is committed to promoting community services to all our residents and does not discriminate in the provision of excellent service, serving all stakeholders with dignity and respect.

Situated 153 kms north-east of Perth, the Shire of Victoria Plains is an ideal setting for those dreaming of a tree change to a quiet rural lifestyle. Our advantage lies in our close proximity to Perth, central location to regional hubs and schools.

The Opportunity

We seek expressions of interest from suitable candidates to be considered for a Certificate III in Business Administration Traineeship with our industry partner – Moora TAFE. This role will be a dynamic, challenging and can provide a pathway into a fantastic career for the right candidate. Successful applicants will receive on the job training and will be given the opportunity to complete a nationally recognised qualification over the 12 months of their traineeship. The traineeship will be arranged as full time employment.

Duties will include, but are not limited to:

- Maintaining efficient filing systems
- Data entry & Invoicing
- Front reception tasks
- Providing administrative support to meet the needs of the Shire of Victoria Plains.

The role has an anticipated commencement date of late January 2021. The successful applicant must not have been a Trainee under this scheme anywhere else in WA.

Ideally, the Shire is seeking a vibrant individual that possess the following attributes:

- Great attention to detail;
- The right attitude to take on challenges;
- Ability and willingness to learn on the job;
- Ability to work in a team environment;
- Well-presented image;
- A great telephone manner;
- Good customer service and communication skills; and
- Year 11 or Year 12 Completion

The Role Requirements:

- A cover letter and most current Resumé;
- be between 17 and 24 years of age;
- have a current residential address in Western Australia/ Australia;
- be committed to working full time for up to 12 months in an office environment within a public sector agency; and
- A flexible and willing attitude.

Benefits:

- In return for your hard work and dedication, you will receive an Annual Salary plus 9.5% super, and the opportunity to develop your skills within a Local Government Environment.

What you need to do now:

Applications should reach the undersigned by email before 4:00pm on Friday 15 January 2021

Mike FitzGerald
(Employment Agents License No EA2423)
mike@fitzgeraldstrategies.com.au