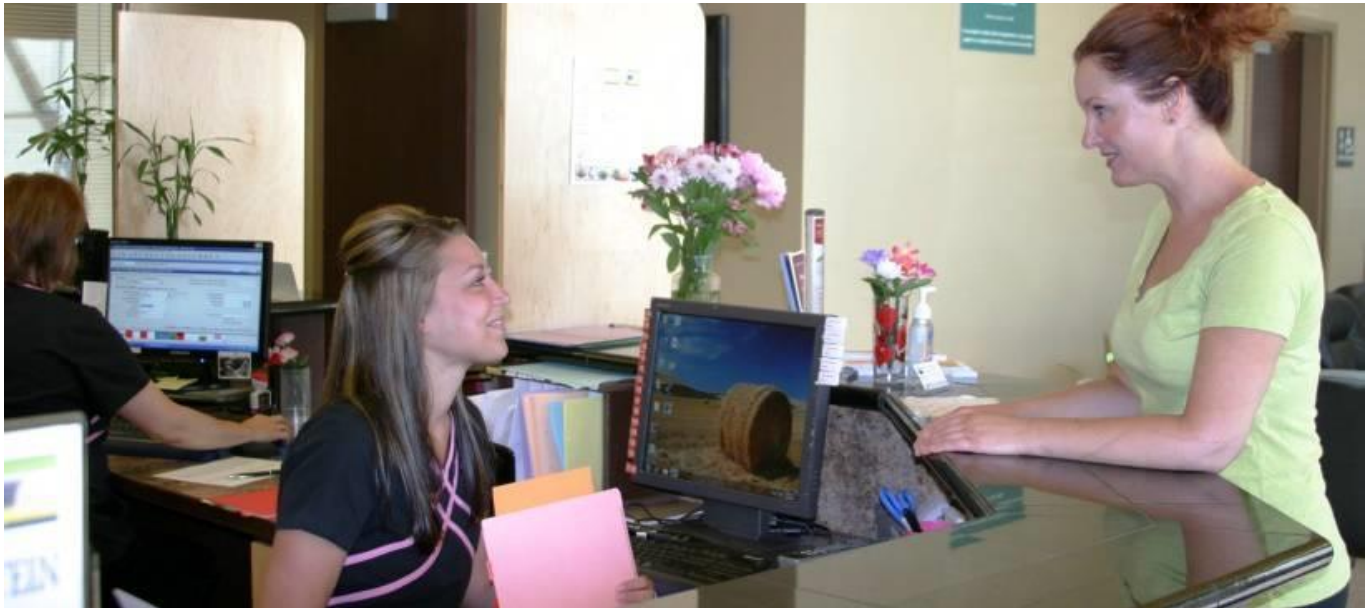


# CERTIFICATE III IN BUSINESS ADMINISTRATION

## School-Based Traineeship



**Year Level**  
11



**Workday**  
One day per  
week



**Work Experience required?**  
Yes

**Aurora Training Institute Toowoomba has a vacancy for a School-Based Trainee to undertake a Certificate III in Business Administration.**

The successful applicant's responsibilities will include: data entry, customer service through phone, email, fax and in person, mail collection and distribution, following company policies, diary management, ordering and maintaining stationery and kitchen supplies, filing, photocopying and maintaining the office. Successful applicants must have excellent communication skills, understand confidentiality, have intermediate computer skills, be able to use MS Office and be efficient in typing.

***If you would like to apply for this position, please contact your Career/VET Co-ordinator.***

***Kindly Supplied by Aurora Training Institute***

**Vacancy Number: 32/19**

**Close Date: 15 August 2019**



Diocese of Toowoomba  
Catholic Schools

**SBA PROGRAM**

Building Community Partnerships  
through School-Based Apprenticeships

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