

School Based Certificate III in Business Traineeship

DGT in partnering with Toowoomba Regional Council are pleased to offer **1 x School Based** Traineeships in Business (Cert III) based in **Oakey**. You can expect this qualification will expose you to hands on learning and acquiring skills in;

- Customer service – phones and reception
- Data entry
- Filing and scanning
- Preparing correspondence and emails
- Learning data bases

This is a 2 year School based qualification and students entering into years 10 or 11 in 2020 are encouraged to apply.

Please note these traineeships will suit people wanting a career post school in the administrative or business fields. If you believe you have the following attributes we look forward to receiving your application;

- Hard working
- Able to follow directions and work in a team environment
- Commitment to work safely and follow all Health and Safety policies and procedures of Council
- Good attention to detail
- Ability to get to and from work on your scheduled days
- Diligence to completing the theory modules of the qualification
- Able to balance school and the traineeship and give 100% to both

Shortlisted applicants will be contacted for interviews and aptitude testing.

Email your resume and cover letter to: marsha.schwenke@dgt.org.au

Applications close 8th November 2019 – these traineeships may commence before Christmas or at the start of the School year 2020. For more information please call 1300 010 185

