

Trainee - Certificate III in Business x 3

Work Type: Traineeship

Location: Toowoomba (outer suburbs), Toowoomba CBD

Applications Close: 25/11/2019 11:45 PM

About Council

The Toowoomba Region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the Council area and acting as a service centre for South West Qld and North West NSW. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Toowoomba Regional Council services a regional population of 166,500 and employs a team of approximately 1,800 staff, dedicated and passionate about delivering excellent customer service to the community, residents and visitors throughout the region. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

KICKSTART YOUR CAREER WITH A TRAINEESHIP AT COUNCIL!

About the role

- The Trainee – Certificate III in Business position will be responsible for providing administrative assistance and support. This position will result in the successful completion of a Certificate III in Business whilst contributing to the operation of Council services.
- Certificate III in Business Traineeships are entry level training programs for people seeking employment as an Administration Officer.
- The wage range for the positions is \$260.00 - \$676.00 gross per week, depending on your highest level of schooling completed and years out of school, plus 17.5% annual leave loading and up to 12.4% superannuation.
- The positions are 12 months in length and are located in the Toowoomba CBD (1 position) and Harristown East Depot (2 positions). Please note, the positions located at the Harristown East Depot will be relocating to the TRC Principal Depot, Charlton in early 2020.

How to be successful in this position - Success Criteria

1. Hold the mandatory qualification(s), training and/or experience, as outlined in the Success Criteria in the attached Position Description.
2. Ability to commit to the full Traineeship program and competently complete course work and assessment required to complete the Certificate within specified time-frames.
3. Possess an interest in pursuing a career within the business administration field.
4. Ability to take directions.
5. Ability to complete daily tasks neatly and correctly using computer applications such as the Microsoft Office Suite.
6. Ability to provide high quality customer service including the provision of accurate timely advice in a helpful and supportive manner.
7. Understanding of and commitment to Council's Organisational Value and Behaviour of Teamwork.

Eligibility Requirements

To be eligible to apply for these positions, applicants must:

- Not already have a Certificate III or higher relevant qualification in their desired traineeship program.
- Not be currently enrolled in a Certificate III or higher relevant qualification in their desired traineeship program.

How to Apply

To apply, please submit two documents:

1. A completed Cover Letter document (attached to this advertisement) in two pages or less; and

2. Your current resume.

Visit our website www.tr.qld.gov.au/jobs for information on how to apply for jobs at Toowoomba Regional Council. Applicants are encouraged to apply online.

For further information

Please contact Jo Coombs on 0499 559 059 within business hours.

Closing date

The closing date for applications is Monday, 25 November 2019 at 11:45pm.

Attachments:

- [Position Description Trainee Cert III in Business ISG BSU \(1484\).pdf](#)
- [Position Description Trainee Cert III in Business ISG Plant and Fleet \(2086 and 3780\).pdf](#)
- [TRC Vision & Values.pdf](#)
- [Cover Letter \(to be completed by each applicant\).docx](#)