



Diocese of Toowoomba  
Catholic Schools

**SBA PROGRAM**

Building Community Partnerships  
through School-Based Apprenticeships

# Certificate III in Business Administration School-Based Traineeship – Little Pig Consulting

Little Pig Consulting have a wonderful opportunity for a school-based Certificate III in Business Administration traineeship. For this position, applicants should possess a creative flair for marketing/social media, be genuinely keen, reliable, well presented and have the willingness and ability to commit to a traineeship which involves both study and hands-on experience.

The successful applicant will learn how to perform a range of tasks including

- computer and customer service skills
- record keeping and general office administration
- marketing including via social media
- work well in a team environment

**Vacancy Number** 12/20

**Close Date** 17 February 2020

**Year Level** 10 & 11

**Workday** one day per week

**Work Experience Required** yes

If you would like to apply for this position, please advise your SBA Coordinator, who will require an updated resume, cover letter and completed expression of interest form.



Position kindly supplied by

