



Diocese of Toowoomba
Catholic Schools

SBA PROGRAM

Building Community Partnerships
through School-Based Apprenticeships

Certificate III in Business Administration School-Based Traineeship – DGT Training and Employment

Applicants should be genuinely keen in developing business-related skills, be reliable, organized, 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
- work well in a team environment

Vacancy number 22/20

Close date 4 June 2020

Year level 11

Workday Tuesday and ½ day Friday (negotiable)

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

