



Diocese of Toowoomba
Catholic Schools

SBA PROGRAM

Building Community Partnerships
through School-Based Apprenticeships

Certificate III in Business Administration School-Based Traineeship – Aurora Training Institute, Toowoomba

Aurora Training Institute Toowoomba has a vacancy for a school-based trainee to undertake a Certificate III in Business Administration. Applicants should be genuinely keen, reliable, well presented with both the willingness and ability to commit to an 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 44/20

Close Date 21 October 2020

Year Level 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



Aurora
TRAINING INSTITUTE