



Diocese of Toowoomba
Catholic Schools

SBA PROGRAM

Building Community Partnerships
through School-Based Apprenticeships

Full time Certificate III in Business Administration Traineeship for Year 12 school leavers – RW Joiners

RW Joiners are looking to employ a school leaver, full time to complete a Certificate III in Business Administration. Applicants should be genuinely keen, reliable, well presented with both 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 47/20

Year Level 12

Workday full time

If you would like to apply for this position, please send your resume and cover letter to RW Joiners at admin@rwjoiners.com.au or apply in person at 23-25 Spencer Street, Harristown.



Position kindly supplied by

