Business Administration Trainee

- Work within a great team
- Full Time position 8am - 4pm Monday - Friday
- Immediate Start

Groves Christian College is a well-established co-educational Christian day school that caters for students from Prep to Year 12 across two campuses. Groves Christian College has a distinctly Christian ethos, which is reflected in the curriculum and the concern for the 'whole child'. We strive to equip and support students to develop a firm foundation for a fulfilled loving life of purpose now and into eternity. The College has modern teaching facilities and resources and is committed to the professional development of staff, which ensures students receive a quality education.

Groves Christian College is currently seeking applications for a self-motivated individual who has a desire to complete a Business Administration Traineeship located in Kingston.

As a Trainee you will complete a Certificate III in Business over a 12 month period whilst gaining valuable hands on administrative experience in a supportive environment.

The successful candidate will provide administrative support which will include and not limited to duties such as:

- Providing a high level of customer service to visitors, parents and students face to face, via email and the internet and over the phone
- Undertaking a range of administrative tasks
- Data entry
- Filing
- Scanning documents
- Booking appointments (where appropriate)
- Collection and distribution of mail (where appropriate)
- Cash Handling
- Administering First Aid to students

This is an entry level trainee position; the successful candidate will be fully trained in all areas required.

Ideally the successful applicant will have:

- A desire to serve our College community
- Strong communication skills
- A friendly and positive attitude
- Knowledge of Microsoft Office
- A commitment to willingness to learn
- An ability to work effectively as part of a team
- Any prior customer service or relevant work experience will be highly regarded.

This role is an excellent opportunity to acquire valuable work experience, earn while you learn and obtain a nationally recognised qualification.

**APPLICANTS WITH TERTIARY QUALIFICATIONS NEED NOT APPLY**

You will be asked the following questions when you apply:
- Are you eligible to work in Australia?
- What is your highest level of education?
- Rate your skill level using Microsoft Office products
- Do you have a current Police Check (National Police Certificate) for employment?
- Do you have a current Working With Children (WCC) Check?
- Do you have a current First Aid Certificate?

Applicants must complete the Non Teacher Application in the Employment section on the Groves Christian College website http://www.groves.qld.edu.au. Submit the application together with a resume and covering letter to the attention of the Business Services Manager to groves@groves.qld.edu.au.

Applications close Wednesday March 16, 2016.