



Carrington

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enabled to care

Certificate III Business Administration Trainee

We have an exciting opportunity for a motivated, well organized and enthusiastic person to commence as a Trainee Administration Assistant on a fixed term 12 month contract. You will be working in a rewarding environment of aged care while developing your administrative skills.

Responsibilities will include, but not be limited to:

- Provide reception relief – answer, manage and re-direct telephone calls in a friendly and professional manner and meet and greet visitors to the office
- Sort and deliver the village incoming mail and prepare outgoing mail
- Maintain and order office stationery supplies and staff uniforms
- Assist Accounts Payable with entry of invoices into Finance System
- Assistance to the rest of the team as required
- As your experience progresses, you will have the opportunity to gain experience in a wide variety of other duties

To be successful in this role you will have:

- Willingness to enroll and complete a Certificate III Business Administration traineeship
- A friendly and professional disposition with excellent personal presentation
- A high attention to detail and the ability to multitask
- Demonstrated computer literacy
- Well-developed interpersonal and communication skills
- Demonstrated capacity to be self-directed, offering initiative, problem solving skills and outstanding attention to detail
- Commitment to delivering a high level of customer service, maintain confidentiality & demonstrate the highest level of integrity

This is an entry level traineeship which would suit a recent school leaver who is keen to continue their studies while starting their career in administration. An offer of employment will be subject to a National Criminal History Check specific to vulnerable persons, as well as evidence of full COVID-19 vaccination.

Applications must include a current resume and a cover letter outlining how you believe you are suitable for the role, and forward to:

Genevieve Clarke, Human Resources Advisor
recruitment@carringtoncare.com.au

Applications close: Monday, 20 September 2021