



## Traineeship Opportunity Shire of Victoria Plains

### Grant Agreement Through the Department of Primary Industries and Regional Development

#### About the Shire of Victoria Plains

The Shire of Victoria Plains has an excellent opportunity for an enthusiastic, energetic, self-motivated, team-oriented individual to fill the role of Customer Service Officer Trainee. The Shire is an equal opportunity employer and is committed to promoting community services to all our residents and does not discriminate in the provision of excellent service, serving all stakeholders with dignity and respect.

Situated 153 kms north-east of Perth, the Shire of Victoria Plains is an ideal setting for those dreaming of a tree change to a quiet rural lifestyle. Our advantage lies in our close proximity to Perth, central location to regional hubs and schools.

#### The Opportunity

We seek expressions of interest from suitable candidates to be considered for a Certificate III in Business Administration Traineeship with our industry partner – Moora TAFE. This role will be a dynamic, challenging and can provide a pathway into a fantastic career for the right candidate. Successful applicants will receive on the job training and will be given the opportunity to complete a nationally recognised qualification over the 12 months of their traineeship. The traineeship will be arranged as full time employment.

Duties will include, but are not limited to:

- Maintaining efficient filing systems
- Data entry & Invoicing
- Front reception tasks
- Providing administrative support to meet the needs of the Shire of Victoria Plains.

The role has an anticipated commencement date of early or late March 2020.

#### The Successful Candidate to Ideally Possess:

We are looking for a vibrant individual that possess the following:

- Great attention to detail
- The right attitude to take on challenges
- Ability and willingness to learn on the job
- Ability to work in a team environment
- Well-presented
- A great telephone manner
- Good customer service and communication skills
- Year 11 or Year 12 Completion

#### The Role Requirements:

- A cover letter and most current Resumé
- be between 17 and 24 years of age
- have completed a minimum of Year 11 or Year 12 equivalent
- have a current residential address in Western Australia/ Australia.
- be committed to working full time for up to 12 months in an office environment within a public sector agency.
- A flexible and willing attitude.

#### Benefits:

- In return for your hard work and dedication, you will receive an Annual Salary plus 9.5% super, in accordance with the *Local Government Industry Award 2010* and *Local Government Officers' (Western Australia) Interim Award 2011*.
- The opportunity to develop your skills within a Local Government Environment.

#### What you need to do now:

For more information and for a full information package contact the Shire on [reception@victoriaplains.wa.gov.au](mailto:reception@victoriaplains.wa.gov.au) or call 9628 7004 to speak with the HR Assistant. **Applications close at 4pm on 28 February 2020.**

*\*\*Please note only shortlisted candidates for this role will be contacted.*