



Business Administration Trainee – Certificate III

- Career opportunity
- Glendenning Location
- Generous Salary Packaging Options

Macquarie Employment Training Service Inc (METS) is a Registered Training Organisation (RTO) that provides Nationally Recognised and Australian Skills Quality Authority (ASQA) accredited qualifications within the Community Services sector. METS is a division of Disability Services Australia (DSA).

METS is currently recruiting for a motivated, results and customer focused Business Administration Trainee on a permanent basis.

This varied role will provide administrative support to our Glendenning team.

Key responsibilities include:

- General administrative tasks to assist and support Administration Support Officers;
- Preparation of learning and assessment resources.

Rate of pay is via Wage Level A – Miscellaneous Award 2010 (Traineeships)

To be successful you must:

- be eligible to undertake a traineeship leading to the BSB30115 Certificate III in Business;
- be a self-starter with initiative,
- have intermediate skills in Microsoft Office Programs (particularly Word and Excel);
- have sound customer service skills;
- be highly motivated to achieve results;
- have a willingness to undertake a Working with Children Check and Criminal Background Checks.

To work at DSA, the successful applicant must undergo a Police Record Check and provide a Working with Children Check (WWCC) verification number issued by the Commission for Children and Young People.

To apply, please send a cover letter and your resume to recruitment@dsa.org.au

DSA appreciates the time and effort candidates have taken to submit their applications, however, please note only short listed candidates will be contacted. **No agencies please.**

DSA is an EEO employer with a diverse workforce. We encourage applications from all members of the community.