



Career
Employment
Group Inc

CEG has been providing
Apprenticeship and
Traineeship services for
over 30 years.

With offices located
throughout South
Australia our team is
readily available to
assist your needs!

www.ceg.net.au



BUSINESS TRAINEESHIP EDWARDSTOWN

Career Employment Group Inc is seeking applications for a Business Trainee to work Full time with our valued Host Employer in Edwardstown.

As a Trainee you will undertake a Certificate 3 in Business Administration. A Traineeship is a formal training arrangement under a contract where you will learn on-the-job to be a skilled employee.

What does a Business Trainee do?

As a Business Trainee duties will include:

- Reception/switchboard duties, including responding to enquiries as appropriate, consistent with the acquired knowledge of the organisation's operations and services.
- Mail distribution and daily postage
- Word processing and data entry, spreadsheets/ worksheets
- Petty cash (impress system) and Banking assistance
- Accounts Payable - payments/checking invoices against orders
- Accounts Receivable - re data entry
- Accounting file, create new files and records
- Compliance with company policies in relation to employment practices
- Compliance ensuring all tickets and licences are maintained for all subcontractors.
- Operation of all office equipment, and any other duties as directed

Trainee Requirements:

To be considered for a Business Traineeship the following is required:

- Satisfactorily pass a pre-employment medical
- Willingness to learn and develop new skills
- Hold a current drivers licence
- Be punctual and have a good work ethic
- Be able to use initiative and work well in a team
- Intermediate Word and Excel skills
- Data Entry and General Ledger knowledge (advantages)
- Organisation skills, Hard Worker
- Experience with office equipment (Phone systems/printers)

How to apply:

Applications or enquires about this Business Traineeship are to be sent to:
Attention: Dimity Natt metro@ceg.net.au

Applications need to include a cover letter and resume

APPLICATIONS CLOSE: Friday 1st October 2021

**Only people who are shortlisted for positions will be contacted.*