

Traineeship in **BUSINESS**

Business trainees are the backbone of any business. They provide support to the team by keeping things organised and running smoothly. If you're interested in a career in administration and business, then a traineeship is the perfect way to get your foot in the door.

EARN *while you* LEARN

from
\$20k

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CAREER CONNECTIONS
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up to
\$45k



APPLY NOW

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Traineeship in **BUSINESS**

Benefits:

- No fees - earn while you learn
- Nationally recognised qualification
- Hands on training
- One on one mentoring and support
- All uniforms and PPE supplied
- Work with the best in Industry

Skill Requirement:

- Strong written and verbal communication skills
- Well-presented and articulate
- Ability to multi-task and meet deadlines
- Exceptional organisation skills
- Self motivation

Day to day duties may include:

- Answering incoming calls from customers, taking messages or transferring calls to assist with the enquiry
- Collecting and distributing incoming mail as well as arranging couriers and post collection for outgoing mail
- Communicating professionally with IT, Marketing, Finance, Sales and Executive departments
- Formatting business documents in Microsoft Word, Excel and other business IT systems
- Monitoring and managing email enquiries ensuring they are delivered to the right person for timely responses
- Coordinating the accurate entry of customer, client, product and/or research information into related database systems



What we are looking for:

- Have a great attitude towards work
- Self-motivated
- Proactive
- Willing to learn
- Be committed to finishing their apprenticeship
- Current driver's licence and reliable transport is preferable

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