

Business Administration Trainee

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Company: MTC Recruitment

Location: Australia

Category: educational-instruction-and-library

About Us

MTC is a social enterprise that enables people to overcome barriers on their path to meaningful work. We do this through the employment, mentoring and training programs we deliver.

Each year we support over 20,000 people across NSW and QLD that are vulnerable and experiencing disadvantage with new skills, confidence, and opportunities. Our support sees people experience positive and often transformative change in themselves and in their contribution to their community.

About the Role

We have exciting opportunity for administration trainees to join our Employment Services team at our Strathpine site. Our Employment Services division is dedicated to generating opportunities that empower and encourage people to find gainful employment and make a positive contribution to their community

We are looking for candidates who want to gain practical on the job experience whilst receiving extensive training and a Certificate III in Business with the potential to becoming an Industry and Skills Coach (Employment Coach) on conclusion of the traineeship.

Reporting to the Area Manager, potential tasks may include:

Customer service – meet and greet our jobseekers, answer phone calls and emails

Schedule appointments

Maintain and update company databases and systems

General administrative duties

Work with Employment Coaches in supporting our customers

About You

The ideal applicants we are seeking will have:

An ability to work in various MTC sites

Demonstrate reliability and punctuality

Good customer service and communication skills, and be experienced in dealing with the public in a customer service role

Learn quickly and have a great attitude towards new challenges

Have high attention to detail

Strong organisational skills and time management

Strong listening skills and willingness to assist

Strong IT skills and ability to learn new programs quickly

Drivers' licence and own transport desirable

Why Choose Us

At MTC, you will have the opportunity to become a positive and lasting influence on someone's life.

We are an equal opportunity employer, and at MTC, you will be working in a diverse and inclusive environment. Aboriginal and Torres Strait Islander peoples and people with lived experience of disability are welcome and strongly encouraged to apply. If there are reasonable adjustments to a recruitment process, role, or your work environment to help you, let us know.

Our core values of empathy, innovation, collaboration, and achievement, create a customer-centric culture that empowers us to do what it takes for our customers to know that they matter.

We also offer:

Salary packaging and incentives

Employee Assistance Program

Career and development opportunities

Education Assistance Program

Recognition and Reward scheme

Flexible working arrangements

Paid Parental leave

RDO Monthly

Now is the time to act and be rewarded by making a difference to your community. To learn more about MTC and our opportunities, go to www.mtcaustralia.com.au

How to apply

Applications are being reviewed as they are received, so we encourage you to apply as soon as possible with a resume and cover letter.

As part of our commitment to the safety of the children and vulnerable communities we work with, you will be required to undergo a Police Clearance (conducted by MTC), and a valid Working with Children Check.

As this role requires access to ESS Web and associated DEWR systems, you will be required to set up a myGovID account.

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