

SCENIC RIM



REGIONAL COUNCIL

Business Traineeship

Human Resources

Maximum Term full time 12 months

The Scenic Rim is a region of opportunity surrounded by World Heritage-listed national parks and well renowned for its breathtaking scenery, agricultural and tourism industries.

At Scenic Rim Regional Council, we deliver community services and infrastructure to the region's population of more than 40,000. With a diverse team exceeding 420 employees, we are committed to shaping a progressive future for our community through collaboration, integration and innovation. We are proudly an equal opportunity employer that embraces diversity and a workplace underpinned by shared ethos and values that shape our actions and behaviours.

About this opportunity

An exciting opportunity exists within the Human Resources team for an interested person to undertake a full time traineeship. Council is seeking motivated and enthusiastic applicants to undertake a Certificate III in Business. These traineeship qualifications have a nominal duration period of 12 months and continued employment beyond the 12 month traineeship period is not guaranteed.

About the role:

- Assist with general administrative duties which may include data entry, typing of standard correspondence, database maintenance, collating recruitment files, registering documents and undertaking filing duties, which relate to Human Resources and Learning and Development
- You will gain experience through a combination of on-the-job training and experience, combined with formal online learning.

About you

To succeed in this role, you will require ;

- Successful completion of Year 12 is preferred;
- Basic language, literacy and numeracy skills with the ability to effectively communicate, understand and follow instructions in a high risk environment,

To be eligible, you must be:

- aged 15 years or older; and
- able to meet citizen, residency and visa requirements to undertake an traineeship

In addition to the above, to be eligible you must be able to identify with at least one of the following:

- a young person (aged 15-24 years);
- a long-term unemployed job seeker;
- a mature-age job seeker (aged 45 years or older);
- an Aboriginal or Torres Strait Islander person;
- a migrant or refugee from a culturally and linguistically diverse background;
- a person with a disability;
- a displaced worker (retrenched or redundant);
- a woman re-entering the workforce;
- a veteran, ex-ADF personnel or their family member.

About our offer

Scenic Rim Regional Council is an innovative employer, offering a collaborative team environment. Remuneration will be in accordance with the Trainee and Apprentice wage conditions.

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How to apply

If this sounds like the position for you, **don't delay** - apply now **by submitting via SEEK**

1. **A statement** (maximum of 2 pages) demonstrating your interest in Business Administration and what makes you stand out from the rest, including your interest in Human Resources and/ or Learning and Development (Training)
2. **A current resume** (maximum of 5 pages) including the names and contact details of 3 referees.

Applications close: Tuesday 12 July 2022 at 12 noon.

For more information view the position description at [website](#) or contact hr@scenicrim.qld.gov.au