

 AEN 6.1.1 Administration Business Traineeship

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| **Administration Business Traineeship** **Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. |
| **Employee Name: TBC** | **Date PD Issued: 21/11/24** |
| **Position: Administration Traineeship (Certificate III in Business)**  |
| **Host Employer: Assets Real Estate**  | **Supervisor:**  |
| **Host Employer Address: 96 Percy Street Portland VIC 3305** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes** |
| **Tasks Involved:** * Answer phone calls and direct inquiries as appropriate
* Handling petty cash, invoicing, receiving rental payments
* Supporting team members with administrative or operational needs
* Handling day-to-day operational issues with minimal supervision
* Assisting with social media management, including posting updates and responding to comments
* Preparing marketing materials such as brochures, newsletters, and online content
* Recording and entering of property enquiries
* Undertaking training in Certificate III Business
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| **Work Conditions:** The trainee may work for one person or a group of people. Majority of the tasks are completed within an office indoor setting. |
| **Personal Requirements:****•** Well organised • Responsiveness• Honesty and integrity• Able to work as part of a team • Attention to detail and commitment to accuracy• Able to meet deadlines • Excellent communication skills |
| **Key Selection Criteria:****Nil**  |
| **Qualifications and Licenses Required:****•** Drivers licence (preferred) |
| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and

workplace instructions* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.
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| **Additional Information*** **Hours Per Week: 38**
* **Days per Week: Monday to Friday**
* **Award / Agreement: National Training Wage Level A / Real Estate Industry Award**
* **Superannuation: 11.5%**
* **Commencement Hourly Rate: As per National Training Wage Level A**
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| **Copy to:  Employee  Host Employer  Main File**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Description AcknowledgementAll parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.EMPLOYEE:Employee Name: Employee Signature: Date:HOST EMPLOYER:Host Employer Name:Host Employer Signature: Date:WESTVIC STAFFING SOLUTIONS:Westvic Staffing Solutions Representative Name: Westvic Staffing Solutions Representative Signature: Date: |