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| **Business Traineeship – General Administration****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: TBA** | **Date PD Issued: 12/09/2023** |
| **Position: General Administration Traineeship completing Cert III Business** |
| **Host Employer: Callaghan Motors** | **Supervisor: Steve Ellery** |
| **Host Employer Address: 1165 Raglan Parade, Warrnambool 3280** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kyla Bryce 0460 307 724** |
| **Duties of Position:**Trainees in Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. They may be responsible for greeting people and attending to enquiries made by phone or in person, and assisting professionals, Managers and Executives by performing clerical, secretarial duties. |
| **Tasks Involved:****A Business Administration trainee may perform any or all of the following tasks:*** Greet personal and telephone callers and find out the nature of their enquiry
* Provide information to assist clients or refer them to appropriate contacts, either in the organisation or elsewhere
* Carry out word processing, filing, mail-outs, bookkeeping and banking as required: in some cases, send out accounts, receive payments and order stationery and office supplies
* Operate office equipment such as photocopiers, facsimile machines, switchboards, computers
* File correspondence and other records
* Input, store and retrieve data on computers
* Liaise with clients
* Receive and record invoices and arrange payment
* Data entry of creditor invoices
* Prepare reconciliations of accounts
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| **Work Conditions:**Business administrators may work for one person or a group of people.  |
| **Personal Requirements:*** Aptitude for figures
* Well organised
* Able to work as part of a team
* Able to meet deadlines
* Good communication skills
* Aptitude for working with computers
* Able to work accurately and neatly
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| **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: Mon-Fri**
* **Award / Agreement: Clerks Private Sector Award 2020**
* **Superannuation: 11%**
* **Commencement Hourly Rate: TBA**
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| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File**  |

**Position Description Acknowledgement**

All 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: / / 2023

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2023

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2023