

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:

Date PD Issued: 2/11/2022

Position: Administration Trainee – Communications & Engagement

Host Employer: Wannon Water

Supervisor: Kerrie Gibb 1300 926 666

Host Employer Address: 25 Gateway Road, Warrnambool 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Anthony Smith 0427 356 826

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. Activities will include providing assistance to the Communications and Engagement team in communications, media and marketing processes.

Tasks Involved:

A Business Administration trainee may perform any or all of the following tasks:

Communications & Engagement

- Daily media and social media monitoring
- Education program administration – including mail-outs and database management
- Sponsorship program administration – including collection and distribution of merchandise
- Event participation and committee meeting preparation
- Basic form/flier updates and website edits
- Document management and data entry

Work Conditions:

Business administrators may work for one person or a group of people. In some areas of employment, long hours of work and/or travel may be required

Personal Requirements:

- 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
- Reliable
- Will be required to undergo Police Check

Qualifications and Licenses Required:

- Completion of Year 11 or 12
- Current Victorian Driver's License or a commitment to having one by commencement of traineeship

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.

Additional Information

- **Hours Per Week:** 40 hours per week with one rostered day off per month
- **Days per Week:** Monday – Friday 8.15am – 5pm (45 min lunch)
- **Award / Agreement:** WWEA 2020 /National Training Wage 2010
- **Superannuation:** 10.5%
- **Gross Commencement Hourly Rate:** \$
- **Registered Training Organisation:** Access to a \$250 uniform annual reimbursement

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:

HOST EMPLOYER:

Host Employer Name:

Host Employer Signature:

Date:

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Name:

Westvic Staffing Solutions Signature:

Date: