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| **Business 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: TBC** | **Date PD Issued: 11/02/2025** |
| **Position: Administration Assistant Traineeship – Completing Certificate III Business**  |
| **Host Employer: Programmed**  | **Supervisor:**  |
| **Host Employer Address:790 Raglan Parade Warrnambool VIC 3280** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes**  |
| **Position Purpose:**The Administration Assistant Trainee is responsible for supporting the facility Management business through the provision of general administration services. |
| **Responsibilities & Tasks Involved:****A Business Administration trainee may perform any or all the following tasks:*** Provides administrative support as necessary for the efficient running of the state/branch/contract
* Administrative support is consistently provided to the required standard and delivered in a timely manner
* Book and prepare meeting room, organises equipment and catering as required
* Answers customer and branch enquires and takes the appropriate action to resolve with internal or external parties as required
* Ensures administrative matters are concluded efficiently and requests for information are met with the required timeframes
* Monitors and maintain accurate key contract database. Answer customer and branch queries and takes the appropriate action to resolve.
* Delivers the defined data management, administration and reporting services as required.
* Ensures and maintains all documents and records in the relevant system in a timely and accurate manner ensuring confidentiality is maintained for sensitive documents
* Maintains an accurate reporting history for all projects both current and completed
* Ensures compliance with the requirements of the relevant OH&S regulations and codes as directed by HSE Manager
* Adheres to all sage work practices in accordance with company policy, procedures and instructions
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| **Personal Requirements:*** Well organised
* Once trained a self-starter with a stream orientation and able to work to deadlines
* Able to work as part of a team
* Well-developed communication skills
* Aptitude for working with computers (Microsoft Office suite and in house software)
* Able to work accurately and neatly
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| **Qualifications and Licenses Required:**Nil |
| **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 with in 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: NTW Level A**
* **Superannuation: 11.5%**
* **Commencement Hourly Rate: As per NTW Level A**
* **Allowances: Nil**
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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\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name:

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

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

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