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| **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 : TBA** | **Date PD Issued: 22/05/2023** |
| **Position: Business Traineeship – completing Cert III Business** | |
| **Host Employer: Williams Glass & Glazing** | **Supervisor: Heidi/Josh** |
| **Host Employer Address: 23 Albert Street, Warrnambool 3280** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kyla Bryce 0460 307 724** | |
| **Duties of Position:**  Trainees in Sales/Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. Duties will include providing friendly and courteous service to every customer, store merchandising, store housekeeping, and providing advice on our product range.  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 Sales Trainee may perform any or all of the following tasks:**   * Be the first point of contact between customers and the Business * Communicating with customers via email, telephone and in person * Assist in setting up the sales lot or showroom floor for promotions and displays * Work closely with Administration Manager to assist in all admin duties * Process quoting for customers * Networking and seeking new customers | |
| **Personal Requirements:**   * Professional appearance and attitude * Excellent customer service * Strong computer skills required * Time management skills and willingness to take initiative * Self-motivated * Enthusiastic * Assertive | |
| **Qualifications and Licenses Required:** Driver’s License (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. | |
| **Additional Information**   * **Hours Per Week : 38** * **Days per Week: Mon-Fri** * **Award / Agreement: National Training Wage** * **Superannuation: 10.5%** * **Commencement Hourly Rate: TBA** | |
| **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: / /