

## Administration Trainee

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MOUNT ISA  
National Training Award

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For this position, an enthusiastic and committed person is required to provide reception duties and administrative assistance to the Operations Manager and other staff throughout the organisation. This is a position that requires good organisation skills, ability to communicate well with people and committed as part of a team working towards common goals of the organisation. You will need to develop good administrative, interpersonal, literacy and computer skills. If you have the ability and persistence to work well with people and establish a career in the field of administration, then we would love to hear from you. For the position description and selection criteria please contact us on the details below.

Preferred licence(s):

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Full time position, 35 hours or more per week

Perm 6 mths+

38/wk

Contact Us

3/06/2008

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