



Exciting Employment Opportunities: Traineeships—Pt Augusta & Pt Pirie

Career Employment Group is seeking applications for multiple positions working with our high calibre educational institution host employer.

VACANCIES IN PORT AUGUSTA:

- School Based Business Traineeship
- Full Time Business Traineeship

VACANCIES IN PORT PIRIE

- School Based Business Traineeship

These are 12 month positions where the successful applicant will undertake a Certificate 3 in Business. *Please note: to undertake the School Based Traineeship you must be enrolled in school.*

Duties of the role may include:

- Maintain business resources
- Organise workplace information
- Create and use databases
- Design and produce business documents
- Design and produce text documents
- Organise personal work priorities and development
- Contribute to effective workplace relationships
- Write simple documents
- Apply knowledge of WHS legislation in the workplace

The following will set you above the rest:

- A current drivers licence
- Customer service experience

The successful applicant will undergo a pre-employment medical inclusive of drug and alcohol testing and an interview to determine suitability.

To apply, clearly identify the location and position you are applying for, and forward a cover letter and resume to **info@ceg.net.au**.

Applications close: 5pm, Friday 3rd November 2017