

2024 Traineeship Vacancy

Excellent opportunity

The Augusta Community Resource Centre is seeking applications from customer focused individuals able to work between the hours of 9.00am to 3.00pm Monday to Friday for a 12-month traineeship contract commencing in 2024 .

On-the-job training is provided in a range of administration, community engagement and secretarial duties whilst undertaking a Certificate III in Business BSB30120.

Proficient MS Office literacy is highly desirable, receptionist, customer service and administration duties will form part of the traineeship.

A current WA Driver's Licence and reliable vehicle is essential.

Please email a cover letter and resume:

Attn: Project Officer

Augusta Community Resource Centre

P O Box 269, Augusta WA 6290

admin@augustacrc.net.au or call 9758 0002 for more information.

As per DPIRD requirements, former trainees of the ACRC are not eligible to apply for this position.

