

TRAINEE - STUDENT ADMIN SUPPORT



About us

Daisy Learning is a locally owned Registered Training Organisation with a solid reputation for providing high quality training on the Sunshine Coast and Gympie.

About the job

Traineeship – BSB30415 Certificate III in Business Administration.

Your primary responsibility will be providing support to our Student Administration team as well as to students. This is a full-time position, with the option of a 9-day fortnight.

Must have

- Ability to work as part as a team, in line with our Core Values and within our Culture. <http://daisylearning.com.au/about-us/>
- Can work in an organised, efficient manner while maintaining attention to detail.
- Flexible, responsive, and helpful approach.
- Previous office/administrative experience would be an advantage
- Good communication skills
- Customer focused approach and ability to create a warm, welcoming environment.
- Medium level computer literacy.
- Willing to learn new skills.

What you can expect

Throughout your traineeship you will gain new skills and practical experience an ultimately a qualification, Certificate III in Business Administration <https://training.gov.au/Training/Details/BSB30415>. During and at the at the end of your traineeship, it is our hope that you will become part of our team. We offer a professional supportive environment, where having a bit of fun is encouraged.

Interested?

Send you resume/CV to ruth@daisylearning.com.au or contact Ruth Noordijk 0400 656 241 for a private and confidential discussion.



PO Box 1760 SUNSHINE PLAZA QLD 4558
p: 07 5479 6301 e: info@daisylearning.com.au

RTO 40497
www.daisylearning.com.au