

Business Administration Traineeship | Gumala Aboriginal Corporation | Tom Price

- **High levels of customer services**
- **Half days / part-time hours required**
- **Gain a Nationally recognised qualification**

AMA Apprenticeship and Traineeship Services are currently working with Gumala Aboriginal Corporation.

Gumala has an opportunity at their Tom Price offices for someone looking to work four or five half-days per week and gain office experience along with obtaining a Certificate III in Business Administration.

The successful trainee will be undertaking high-level customer service duties including meeting and greeting members, assisting them with completing forms, answering telephones, general office duties and offering support for board meeting preparation.

Gumala is an Indigenous corporation and people from Banyjima, Innawonga or Nyiyaparli language groups would be strongly encouraged to apply.

If you are interested in discussing this traineeship further, please forward your resume and a cover letter using the **Apply Now** button.

To be eligible as an Apprentice, you must be an Australian Citizen or a Permanent Resident. For more information regarding Australian Apprenticeships please visit our website www.amaats.com.au

AMA ATS offer an advertising and recruitment service to employers on behalf of the Federal Government. Employers will not accept resumes and marketing calls from other agencies.

IMPORTANT INFORMATION FOR ALL APPLICANTS

When applying for a position it is important to fully read the advert and follow the application instructions as requested.

This will mean you will need to:

- (A) Ensure you attach a full version of your resume.
- (B) Attach a cover letter (where required) outlining why you are applying for the position and addressing the selection criteria.
- (C) Answer any pre-application questions listed.

If you do not complete all of these requirements, your application may not be considered.

Job Ref: JT000964

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