


Business Administration - Certificate III - Chinchilla

BUSY At Work Career and Placement • Darling Downs WA 6122

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

SCANNING

Full job description

Position Description

This small franchise is looking for a keen individual to join their team. If selected you would complete your certificate III in Business Administration.

To be considered for this role you must:

- Have good customer service skills
- Be well presented
- Have a current car and drivers license
- OR have a reliable mode of transportation to and from work

In this role your duties would include (but not be limited to) the following:

- Filing
- Scanning of documents
- Handle phone calls and
- provide customer service

Company Overview

BUSY At Work assist employers and apprentices in connecting to create positive and fruitful apprenticeship and traineeship opportunities.

Job ID

020864

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Job details

 Date posted
05 Jun 2021

 Expired On
22 Jun 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

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