



Administrative Assistant

Job Description

General Administrative Assistance:
Data entry, producing letters and other documents, reception, switchboard, accounts, computer work - cane pays, wages, ledgers, inward and outward correspondence, filing, faxing, photocopying.

Minimal Educational Requirements for Commencement

Ideal applicants will have:
Completed Year 12 with sound results in English, Maths A, Business Principles, Information Processing and Technology, and good keyboard skills.

Study Required or Career Progression

Traineeship includes on the job training and off the job training, totalling 8 hours per week.

Qualification outcome will be:
Certificate III in Business Administration

Apprenticeship or Bond

1 year (nominal) traineeship.

Normal Hours

38 hour week, plus additional hours to meet the needs of the business.

Remuneration

\$30,000 to \$60,000 per year (Depending upon experience, qualifications and operating level).

Career Prospects

Personal Assistant, Executive Assistant. Must be highly organised and possess good verbal and written communication skills and computer skill.

Other

Must be a highly organised and possess good verbal and written communication skills and computer skills.