

Advance Community College is a not-for-profit Registered Training Organisation (RTO) providing nationally accredited training in a variety of areas including Foundation Skills, Horticulture, Community Services, and Hospitality.

Advance has extensive experience providing training and support services. Our goal is to provide quality training and learning experiences that assist all learners to achieve their full potential. Our team is highly skilled, experienced and qualified. All of our trainers have current and relevant industry experience in the particular courses or units of competency that they deliver.

As a provider of high quality training and support services Advance Community College Programs will align with industry, community demands and workforce needs consistent with the objectives of all levels of Government.

Advance is contracted by the Higher Education & Skills Group (HESG) to provide Government Funded Training under the Skills First program.

Advance Community College is seeking a candidate to fulfil the position of Trainee Business Administration Assistant.

The position will commence as part time 19.5 hours per week, with potential to expand to a full time role.

This position is an entry level position and is suitable for candidates with no previous experience or qualifications. Whilst based in Mornington, the position may require travel between sites.

Candidates for the position must hold:

- drivers licence;
- a clear and current Working with Children Check & Police Check.

Skills and Attributes:

- Well-developed written and verbal communication skills;
- Work as part of a team;
- Initiative and motivation;
- Work effectively under pressure;
- Skills in the Microsoft Office Suite of products.

Please email CV and cover letter to tim.n@advance.vic.edu.au

Re-advertised position. Previous applicants need not apply.

Close date for applications: 31st August 2017

Tim Newman
RTO Manager
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