



Telephone: (07) 4746 3188
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EXPRESSION OF INTEREST

Opportunity could be knocking on your door.
Have you ever thought about working in an office environment?
Being paid while learning new skills and getting a certificate?

Trainee Administration Officer

Council will be offering to the successful candidate, a trial for two months as an introduction to working in the Administration field as a trainee.

This is an opportunity to work for Council on a trial basis (two months) to see if administration and working in an office environment is for you.

This opportunity may progress to a potential administration traineeship should you be successful and interested after their two month trial.

To be eligible to take advantage of this introductory two month trial, you must be either:

- Registered with Centrelink/Job Network
- Able to meet citizen, residency and visa requirements to undertake a traineeship
- Aged 15 years of age and no longer at school
- Aged 15-24 including those in and transitioned from out-of-home care
- Long- term unemployed job seekers
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with disability
- Displaced workers
- Women re-entering the workforce
- Mature-age job seekers (aged 45 years or older)
- Aboriginal and or Torres Strait Islander

To be considered for this trial, please:-

- contact Mrs Linda Welldon for any specific enquiries (4746 3188 or hr@boulia.qld.gov.au)
- send your expression of interest including an up to date résumé to:

Mrs Linda Welldon
Human Resources Officer

Ref: Trainee Administration Officer Trial

Boulia Shire Council
18 Herbert Street
BOULIA Q 4829

- submit by **Friday 07 August 2020, 12.00pm**