

SCHOOL BASED TRAINEE, CUSTOMER SERVICE

Aspire4Life is a leading provider of aged care assessment and planning services to ensure the health and wellbeing of Australians.

[Learn more about us here!](#)

We have a rare opportunity available for a Year 10 or 11 high school student to join our Customer Service Liaison team, to kickstart their career in business administration and customer service!

Learn a range of skills in business administration, customer service, operations, technology and organisation systems.

HOW TO APPLY

- Submit your resume to Kim Fieldhouse, Training Manager at ETC - kim.fieldhouse@etcld.com.au
- In your submission include answers to the following questions:
 - Tell us more about yourself, your interests and why you are interested in the Customer Service Traineeship position.
 - Tell us more about your experience, strengths and skills that you can bring to this position.
 - What are your career goals and ambitions?
- Shortlisted candidates will be asked to attend a 4-hour work experience placement on **Friday 23rd August**.

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EMPLOYMENT INFORMATION

- **Role Objective:** Gain exposure to the day-to-day coordination of the Aspire4Life Customer Service Liaison team and broader office-based teams.
 - Assist with activities and projects to support the day-to-day operations of the Customer Service Liaison Team
 - Assist with office administration related to the broader Aspire4Life teams with day-to-day activities, as required
 - Learn and develop in conjunction with the traineeship and ensure commitment to the entirety of the program
- **Employment Location:** Aspire4Life - 44 Griffith Street, Coolangatta QLD 4225
- **Employment Contract:** Paid part time employment. 12-month fixed term employment and training contract.
- **Award:** Miscellaneous Award 2010, School Based Trainee
- **Hours:** One day per week during school term and possibility of additional hours on school holidays.
- **Proposed Employment Start Date:** From 16th September 2024
- **RTO and Apprentice Provider:** ETC Training and Busy at Work
- **Qualification:** Certificate III Business
- **Eligibility Criteria:**
 - Approval and support from your parent/guardian and school
 - Whilst the opportunity is open to all Year 10 and 11 high school students, the program and position has been designed to support a First Nations student.
 - Must be eligible for a Certificate III Business Traineeship
 - You must meet Aspire4Life compliance requirements if successful. This includes completing an employment contract, providing a birth certificate or passport, photo identification, completing a police clearance (paid by Aspire4Life) and completion of a criminal history statutory declaration.