

# SCHOOL BASED TRAINEE, HR ADMINISTRATOR

Feros Care is a leading aged care and disability provider in Australia. Our purpose is to help people live happier, healthier, and better-connected lives. [Learn more about us by clicking here!](#)

We have a rare opportunity available for a Year 10 or 11 high school student to join our People and Organisational Development team, to kickstart their career in human resources and business!

Learn a range of skills in administration, recruitment, safety, learning, diversity and compliance!

## HOW TO APPLY

- Submit your resume to Kim Fieldhouse, Training Manager at ETC - [kim.fieldhouse@etcltd.com.au](mailto:kim.fieldhouse@etcltd.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 HR Administrator 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 **Tuesday 27th August**.

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## EMPLOYMENT INFORMATION

- **Role Objective:** The School Based Trainee, Human Resources Administrator will work collaboratively within the People and Organisational Development Team to provide support, coordination and administration to deliver on a range of HR activities. Specific areas of focus include supporting team meetings, recruitment and onboarding tasks, events, compliance administration and team email inbox management to ensure timely and effective resolution of HR enquiries.
- **Employment Location:** Feros Care, Level 3, The Strand, 72 - 80 Marine Pde, 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 Feros Care compliance requirements if successful. This includes completing an employment contract, providing a birth certificate or passport, photo identification, completing a police clearance (paid by Feros Care) and completion of a criminal history statutory declaration.