



Mathiou Services is on the lookout for a:

# BUSINESS TRAINEE

Come and work with us in our Burleigh Heads office whilst studying a Cert III in Business. As a trainee you will work with key members of our team Monday - Friday, learning how to undertake day-to-day admin tasks. You will work across a number of different departments in our busy Building & Maintenance Head Office team.

## ● Duties Include:

- Assisting Scheduling, HR, Accounts, Admin, Marketing, Estimating, Reception teams with administration requirements
- Attending meetings, taking minutes and keeping notes
- General administration duties i.e. Organising and storing paperwork, documents and computer-based information, photocopying and printing various documents
- Using a variety of computer software packages, such as Microsoft Word, gmail, PowerPoint, Excel, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
- Answering telephone and organising appointment times

## ● The successful candidate:

- Proficient with the use of computers and standard office programs
- Highly developed communication and Interpersonal skills with the ability to develop relationships
- Ability to prioritise and stay calm under pressure
- A high degree of initiative, takes ownership of issues and demonstrates a "can do" attitude
- Willing and able to jump in and learn new admin tasks and duties within a busy Head office environment
- Due to the industries we service, applicants need to be willing to undergo a Police Check and hold/be willing to obtain a Blue Card when over the age of 18, Flu vaccine and be covid vaccine.

## ● We are offering:

- Cert III in Business
- Supportive and friendly culture
- Challenging and rewarding role
- Uniforms
- On the job training and experience within a number of different departments



Email your resume to: [hr@mathiouservices.com.au](mailto:hr@mathiouservices.com.au)