



> Driving the economic development of Queensland <

Role Description

Role title	Administrative Trainee	Vacancy reference number	SD452/07
Status	Temporary for up to 12 months	Closing date	Monday 5 March 2007
Locations	Brisbane, Townsville, Ipswich, Gladstone, Cairns, Rockhampton, Southport, Caboolture, Bundaberg	Contact	Tanya Nicholls
Salary	\$18,054 - \$24, 619 (p.a)	Telephone	07 3893 4000
Total remuneration	\$20,598 - \$28,088 (p.a) (including employer superannuation contributions and 17.5% annual leave loading)	Your application should be emailed, posted or delivered	tanya@tqstaff.com.au OR Total Quality Staff PO Box 9229 Wynnum Plaza 4178, OR Lvl 4, 182 Bay Terrace Wynnum 4178

Our ethos

Our organisation's ethos is simple — we're here to make a difference. We seek highly motivated, energetic and results-oriented people to work as part of our dynamic team driving the economic development of Queensland.

Your opportunity

This is your opportunity to start your career and gain an edge, with a Certificate III in Business Administration. You will gain valuable hands on skills and receive formal recognition of industry experience and a national qualification. This is a great opportunity to join a busy industry while gaining skills that will assist you in the future.

Your key accountabilities

- Provide support services utilising various software packages
- operate office equipment, including telephone, fax and photocopier
- Perform general administrative duties including data input, records maintenance, registering and distributing mail and correspondence according to established procedures
- Answer incoming telephone calls and provide assistance where appropriate to maintain courteous, customer service
- Respond to enquiries, and correspondence promptly
- Assist the work unit with other administrative duties or projects as directed by the supervisor or manager

Your department

Our vision is to develop a smart state economy by driving the economic development of Queensland. Our strategic plan focuses on developing strong policies, programs and superior service delivery to ultimately create value for the Queensland economy and contribute to the Government's priority outcomes. We use a performance management framework to align our strategic intent with the key elements of the organisation — business results, organisational innovation, our stakeholders and our people. It is expected that all staff commit to our corporate values of customer service, teamwork, open communication, leadership and innovation.

Your working life

You will work in an organisation that values results, professional growth, workforce diversity and a balance between work and life commitments. You will be actively encouraged and supported as an individual, and will have access to a range of flexible work options, employee assistance program, a corporate health program, learning and development opportunities, generous study assistance and an active staff social club.

Interested?

Please provide the following information for the panel to assess your suitability:

- A brief covering letter explaining why you would like to become an administrative trainee with this Department.
- One copy of a succinct resume that outlines contact details, employment history and / or relevant experience, achievements, and names of referees and their contact details.
- A completed Trainee Applicant Checklist.

Additional information

- Want to know more? Visit the department's website at www.sd.qld.gov.au and the "Applicant Information" document.
- Travel may be a requirement of this role.
- Probationary periods apply to successful candidates
- Applications for roles below senior officer level will remain current for 12 months and may be considered for recurring vacancies which may be at an alternative location or alternative employment basis (full time or part time).