



Receptionist/Administration Traineeship

We are currently seeking an individual that likes working with people and has a warm welcoming personality to take up the role of a Receptionist/Administration Trainee.

At this stage the position is a 12-month Traineeship (Business Administration Certificate III) open to applicants that have not completed a Traineeship previously at Certificate III level.

Tasks will include;

- Answering calls and directing them to the appropriate staff members
- Taking and relaying messages
- Data entry and scanning files
- Greeting visitors (You will be the face of the company)
- General bookkeeping and other general administration tasks

To be successful you will need to meet the following criteria:

- Have basic computer skills in Microsoft Office (Outlook, Word, Excel) we will train you in our other software systems
- Demonstrate a high level of both verbal and written communication skills
- Have the ability to juggle competing priorities
- Impeccable presentation
- Be punctual and reliable
- The ability to work as part of a team and help others

Application will close on Wednesday 31st of July at 5pm.

Only short listed applicants will be contacted.

Address all correspondence to:

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The Midfield Group is an equal opportunity employer