



Receptionist/Administration Traineeship

About the Company

We are a local company with global reach. The Midfield Group is one of Australia's most successful meat and milk processing companies and is 100% Australian owned. Our community and workforce of 1500 employees are the backbone of the business.

About the Role

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.

As part of the role we offer a 12-month Traineeship (Business Administration Certificate III) to applicants that have not completed a Traineeship previously at Certificate III level.

Duties and Responsibilities

- Answering calls and directing them to the appropriate staff members
- Taking and relaying messages
- Data entry and scanning files
- Greeting visitors
- General bookkeeping and other general administration tasks

Skills and Experience

- 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

What we offer

- A highly valued role with job satisfaction
- Job security
- Full time hours
- Friendly, employee focused Company with a great work environment
- Be part of a diverse workforce that rewards initiative and innovative ideas

Application will close on Friday 11th June. Please send resumes to: recruitment@midfield.com.au
Only short-listed applicants will be contacted.

The Midfield Group is an equal opportunity employer.