

# Business Administration Traineeship

## What does a Business Administration trainee do?

Administrative assistants perform a range of administrative tasks in an organisation.

Administrative assistants may perform the following tasks:

- sort and distribute incoming mail to areas and staff within the organisation, and despatch outgoing mail
- write business letters, reports or office memoranda using word-processing equipment
- answer telephone inquiries from customers, attend to visitors and assist other staff in the organisation with their inquiries
- operate a range of office machines such as photocopiers, computers and faxes
- file papers and documents
- undertake other duties such as banking, credit control or payroll functions.

With experience and sometimes further study, it is possible to advance to higher positions, such as office administrator, record keeper, front line manager or legal administrator.

## What personal attributes might a successful Business Administration trainee have?

- able to work methodically, accurately and neatly
- good oral and written communication skills
- able to work as part of a team.



## How long does it take to complete a Business Administration traineeship ?

Generally many traineeships are a one year term (full time), however this varies according to the Certificate level undertaken, the hours worked per week and the pace at which an individual is able to demonstrate competence in the units of training.

## How much does a trainee earn?

Whilst pay rates might vary depending on the actual work site, base weekly wage rates for a trainee is based on the appropriate state award or specific host Enterprise agreement.

## What is group training and how does it work?

Group Training Organisations such as Novaskill, employ apprentices and trainees in many occupations for the entire duration of their training period. We then lease these apprentices and trainees out to other local businesses. This means that apprentices often get the opportunity to work with different businesses over their four-year training period, resulting in a broader range of skills and the development of strong industry contacts for employment as a tradesperson at the end of the training period

## How do I apply for employment with NovaSkill?

Watch our website for details—[www.novaskill.com.au](http://www.novaskill.com.au)

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