



Open Space Maintenance

About the opportunity

Our Open Space Maintenance unit is looking to host a business administration trainee for 2020. You will be working with a diverse range of internal and external stakeholders, learning about the operations of one of Council's largest business units.

You will have the opportunity to undertake a range of administrative tasks including document preparation and management, account management, database development and management, record keeping and general office based tasks.

You will be mentored by experienced and supportive team members, willing to pass on their extensive skills and knowledge.

Connect - Create - Celebrate

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