



**MURRAY MALLEE
TRAINING
CO. LTD.**

Indigenous Business Administration Traineeship

Murray Mallee Training Company together with the Department of Justice and Regulation are looking to hire the services of a motivated and career driven business administration trainee who displays a passion to learn all aspects of the industry.

About the role

This Aboriginal and/or Torres Strait Islander Identified Position is a Full Time 12 month contract. You will be working alongside experienced administration staff who will help you to develop and enhance your administration skills. The environment is team focussed and you will be guided all the way throughout your traineeship. Upon successful completion of your traineeship you will be rewarded with a Certificate III in Business Administration qualification.

Community Correctional Services (CCS) is a state-wide service providing for the management of offenders on court orders, serious sex offenders on post sentence supervision and prisoners on parole. CCS helps offenders break the cycle of offending, ensures court and parole order conditions are met and, where they are not, prosecutes breaches in court or engages the Adult Parole Board.

The successful applicant is required to support the management of a case load of offenders through directing and monitoring compliance with court order obligations. You will be responsible for the administration of court orders for offenders assessed as being at low risk of reoffending.

About the successful applicant

You will have successfully completed Year 12 and be able to display basic computer skills. You will be able to work efficiently and have a focus on maintaining service quality. You must be able to demonstrate exceptional communication skills and be able to tailor clear information and explanations to a range of individuals and groups, in an effective and confident manner, dealing with challenging behaviour firmly but politely. You must handle sensitive information appropriately. You should be able to effectively work as part of a team and also have an ability to confidently work effectively alone. You should display flexibility and resilience and be adaptable to change and challenges. You should demonstrate perseverance in achieving objectives and cope effectively with setbacks and problems.

Department of Justice and Regulation employees are required to at all times demonstrate commitment to the department's values and behaviours – serve the community, work together, act with integrity, respect other people and make it happen.

This is an immediate start and represents an exciting opportunity for someone who has a passion for a career in business and administration. The successful applicant will be employed by Murray Mallee Training Company and hosted to the Department of Justice and Regulation in Swan Hill

All appointments to the Department of Justice and Regulation are subject to and not limited to reference checks and criminal record checks.

How to apply

Candidates are required to submit both a resume and cover letter. For further information please contact Kimberley Cook, Apprenticeship/Traineeship Consultant at Murray Mallee Training Company on 0408 020 696 or kcook@mmtc.com.au