

Position Description



Position Title:	Business Traineeship
Location:	Mareeba, Queensland
Salary:	\$16 per hour
Reports to:	Projects & Services Manager, NGRMG
Employment:	Full time for 6 months(38 hours per week)

Position Objective

The Business Trainee is required to assist with basic administration duties and assist with project officer support of the Northern Gulf Resource Management Group (NGRMG) whilst completing a Certificate one in Business.

The position requires an organised mature person who can multi task and is happy to complete remote work when required

Duties and Responsibilities

- Assist with maintaining the NGRMG website and social media footprint.
- Assist with gathering information for the “Gulf Croaker” regional newsletter.
- Assist with event management of NGRMG events.
- Assist NGRMG staff produce compelling news releases and newsletters, stories, documents, presentation materials and other communications products as well as providing supports to the creation of promotional video material.
- Assist with maintaining a contact database to support company activities.
- Manage graphic designers and other professionals undertaking communications work for NGRMG.
- Assist with fleet management
- Assist with basic account processing
- Operating phone reception

Requirements of the Position

- Must not have any formal accreditation in Business .
- ‘C’ class manual driver’s licence. Extensive 4WD driving experience in remote areas would be considered desirable.
- Knowledge or ability to use the Microsoft Office suite of products.
- Knowledge and use of social media will be desirable.
- Must be able to obtain a ‘Blue Card’

Selection Criteria

1. Demonstrated use of computer software.

2. Demonstrated ability to work both autonomously and as part of a team.
3. Good organisational skills, including the ability to organise and prioritise work activities in a demanding and busy environment.
4. Demonstrated understanding of the use of websites and social media campaigns.

Other Information

The NGRMG is an equal opportunity employer.

Applicants should submit a covering letter, a detailed CV addressing the selection criteria and contact details of two business referees to:

Vickie Mylrea
Projects And Services Manager
Northern Gulf Resource Management Group Ltd.
P.O. Box 2077
Mareeba Qld 4880

or by email to projects@northerngulf.com.au

Closing date: **31st March 2017**

For further information contact Vickie Mylrea on (07) 4092 1088.