



ADMINISTRATION TRAINEE

Griffith NSW location

- *Do you want to develop skills that will provide many career path options?*
- *Do you want to be part of a business leading the way in the agricultural/water sectors?*

We are searching for a highly motivated individual to undertake a 12-month traineeship with our Customer Services Team.

The successful applicant will: have a School Certificate or equivalent; have intermediate computer skills; have sound literary knowledge and skills; be well presented and have a thirst for learning. Formal training to achieve a Certificate III in Business Administration, or equivalent, will be provided and can be tailored for the successful applicant.

Applications should include a Murrumbidgee Irrigation application form and current resume, with a cover letter addressing ability to meet the following criteria. Ability to:

- follow defined Work Health and Safety policies and procedures
- communicate effectively in oral and written form
- demonstrate attention to detail
- demonstrate IT aptitude and capability
- work in teams to achieve business objectives.

For general application information, please contact Karen Robertson (HR Officer) on 02 6962 0200. For specific position enquiries, contact Simon Rubner (Customer Enquiries Manager) on 02 6962 0200.

Applications close: Monday 17 May 2021

For detailed information about the position, and/or to [APPLY ONLINE](#), please visit:

www.mirrigation.com.au/company/careers
www.countrychange.com.au/