

TOWN OF GAWLER

TRAINEESHIP

ADMINISTRATION

Established in 1839, the Town of Gawler is one of South Australia's most significant historic towns and fastest growing peri-urban region.

The Town of Gawler seeks a highly motivated and customer focussed individual who possess initiative and the desire to learn and work in a team environment whilst gaining industry skills to commence a new Traineeship in our Records Management Team.

You will need to meet the following criteria:

- No higher than Certificate III qualifications.
- Willing to disclose any previous convictions and undergo a national police check.
- Willing to undertake a Certificate III in Business Administration for 24 months.

Whilst the traineeship will include practical training and enrolment in a Business Administration Certificate course it will have a strong Records Management component.

In this regard, the position will provide administrative support across the organisation and thereby assist Council in effectively managing its Records Management responsibilities. The position will also provide assistance updating the Council's corporate website. If you would like to know more about this position please contact Emma Rennie, Team Leader Digital and Business Information Solutions on 8522 9246.

If you meet the requirements of the position, then email your application to employment@gawler.sa.gov.au listing details of relevant work experience, address, telephone number and names and contact details for two referees.

A copy of the Position Description for the role is available on the Council website at www.gawler.sa.gov.au

Aboriginal and Torres Strait Islander people are encouraged to apply.

All applications must be addressed to the CEO, Henry Inat, and be submitted via email only to: employment@gawler.sa.gov.au

Council is an equal opportunity employer with a smoke, drug and alcohol free work environment. Aboriginal and Torres Strait Islander People are encouraged to apply. General enquires can be made to the Team Leader Organisational Development Sue Tobin on 8522 9291.

Applications close 5pm Monday 21 January 2019.

www.gawler.sa.gov.au

Gawler