

Administration Trainee (x2) Temporary (12 months), Full-time

Darebin City Council is actively seeking Aboriginal and Torres Strait Islander people who are interested in working in a highly regarded and supportive organisation. The one year traineeship offers unique and exciting work across two programs, our **Creative Culture and Events** team and **Bundoora Park Farm** team.

We have two traineeship positions that offer professional development and career opportunities within Council. You will be working across two respected programs and will be trained in all aspects of "Administration" related to the services provided by the two Units.

- Great opportunity to start a new career in Local Government
- Be part of a progressive Council committed to building sustainable employment opportunities for Aboriginal and Torres Strait Islander people

If you have passion and commitment to make a difference and have:

- good written and communication skills
- the ability to contribute positively to a team
- the ability to maintain confidentiality
- proficiency in using MS Word and related programs
- familiarity with organisational and administrative skills
- ability to work under direct supervision
- ability to identify and respond to administrative and customer needs
- familiarity with prioritising daily activities
- good telephone manner

then, this is the next step for you.

If you have any questions about the application process or would like to have a yarn about the positions please contact Maria Dugan, Aboriginal Employment Officer on maria.dugan@darebin.vic.gov.au or 03 8470 8223. Please note that Maria works **Wednesdays** and **Thursdays** and will respond to enquiries on these days.

How to apply:

Forward your resume and responses to the key selection criteria (outlined in the position description) to Maria Dugan. Applications will be kept strictly confidential and should be forwarded to Maria.Dugan@darebin.vic.gov.au.

Hard-copy applications may be forwarded to:

Maria Dugan
Darebin City Council
P.O. Box 91
Preston Victoria 3072

Applications close on Tuesday 18 July 2018 at noon.

Interviews will be held 25 and 26 July 2018

Short listed candidates are welcome to bring a support person with them to the interview

Darebin City Council is an Equal Opportunity Employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. Thorough 'Safety Screening' processes apply.