



Trainee Administration Officer

BFB Pty Ltd has an opportunity for a self-motivated and enthusiastic young person to join our Finance and Administration department as a full-time team member on a 12 month traineeship.

This position will see you studying a Certificate III in Business Administration whilst you learn and develop your skills to assist in key administrative functions, including but not limited to;

- customer service and reception
- processing inward and outward mail
- preparing and reconciling daily banking
- ordering supplies
- making travel arrangements
- data entry of accounts payable and receivable transactions
- filing and record management
- general administrative tasks

Applicants must present well, be confident communicators, and have a high level of accuracy and attention to detail. The successful applicant must be eligible under the Australian Apprenticeships Incentive Program Guidelines and hold their driver licence.

Please forward your letter of application, resume including school and other transcripts, and the contact numbers of three referees to;

Narelle Pinney
Finance Manager
95 Twynam Street
TEMORA NSW 2666

Email: positionsvacant@bfb.com.au

Applications close 5.00pm on Friday 15th February 2019.
