



Receptionist - Traineeship

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with a network of campuses in Melbourne and Sydney. We provide Business, Accounting, IT and Networking programs, at Diploma, Bachelor and Master level to Australian and International students.

With a commitment to provide high quality educational programs with professional career outcomes and a strong and diverse group of learners and teachers, MIT offers an excellent opportunity for a school leaver to utilise their skills in an exciting learning and working environment.

The Administrative Assistant Traineeship role will require an energetic person with a 'can do' attitude.

We require someone with a strong work ethic, who is reliable, has a willingness to learn and to work with students of diverse backgrounds.

This position is suited to school leavers wishing to undertake a Certificate III or IV in Business

Administration. You will need:

- To have completed Year 12 or equivalent
- A customer focus with a passion to assist students
- A friendly and helpful nature
- Ability to work effectively and consultatively in a teamwork environment.
- A high degree of initiative with good communication skills both oral and written.
- An appreciation of cultural awareness and issues relating to the diverse cultural background of the student body.

If you have these skills and the drive to succeed, we would like to hear from you.

Applicants must access the position description at: <http://www.mit.edu.au/about-us/jobs-mit>

For further information please send an email to: hrm@mit.edu.au.

We recommend that you also access the MIT website at: <http://www.mit.edu.au/>

Applications including a one page Cover Letter to be emailed to: hrm@mit.edu.au

Closing date: Friday 13 July 2018.