

Business Administration Traineeship Certificate III in Business Administration

The Company:

Objective3D is Australia and New Zealand's leading provider of Stratasys, Desktop Metal, Concept Laser, Makerbot and Artec 3D Printer and 3D Scanner Solutions for designers, educators and manufacturers. Objective3D provides both 3D Printer Solutions and 3D Printing Bureau Service all through a state-of-the-art Additive Manufacturing Centre which houses the largest range of Fused Deposition Modelling (FDM) and PolyJet Machines in Australia.

The Opportunity:

- The opportunity to complete a nationally recognised qualification in Certificate III in Business.
- Be paid the National Traineeship Award wage while you train.
- Have a mentor to support and guide you during your Traineeship
- Be part of a supportive team

Main Duties and Responsibilities:

- Representing Objective3D by providing excellent customer service to all customers via phone, email or face to face.
- Meeting and assisting customers, couriers at reception.
- Providing full administration support to the Finance Manager and other senior team members
- Data Entry, filing and keeping accurate records
- Processing of incoming and outgoing mail
- Housekeeping and errands
- Ordering of stationery and staff amenities online on a monthly basis.
- Helping the consumables department pick orders and put stock away.
- Helping the 3D Parts team with invoicing as required and packing parts for shipping.
- Helping the accounts officer with entering of invoices as required.
- General Administration duties as required

Skills and Experience:

- Completed Year 12
- Unrestricted working rights in Australia
- A genuine interest in pursuing a career in Business Administration
- A strong work ethic and commitment to a 12-month traineeship
- Eye for detail
- Basic Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- A drivers license and own vehicle
- Good verbal and written communication
- Organized and able to meet deadlines
- Ability to communicate at all levels.
- Great time management and multitasking skills.

If you are a motivated and driven individual who is willing to put in the effort to reap the rewards, then Objective3D is interested in speaking with you.

To Apply please send your cover letter and CV to michelle@objective3d.com.au

We encourage to you review our website for more information about Objective 3D at <http://www.objective3d.com.au>