



ADMINISTRATION TRAINEESHIP

Longridge Aged Care is a Not for Profit (NFP) Aged Care provider in the South East of South Australia. We are currently looking for an energetic, caring, team-oriented administration trainee, to assist in running our front desk area.

You will enjoy a dynamic, friendly working culture with a provider who truly invests in the development of their staff.

THE ORGANISATION:

At Longridge Aged Care (LAC) we are proud of our Aged Care Home which we believe represents the people who choose us, the surrounding community and the people we work with. We support our residents with continuing to live life their way.

In the growing Aged Care industry, we recognize our people are the cornerstone to our success and are integral to helping our residents feel at home. We enjoy seeing our leaders grow with us.

Longridge Aged Care is dedicated to providing a workplace that is truly inclusive and values diversity. Our team's diverse voices are valued, supported and encouraged as we work to create an inclusive workplace.

THE ROLE:

This role would be a full-time position for one year initially. At the end of this time, a further part-time role could be negotiated for the right person.

This full-time Business Traineeship is for a conscientious, highly-motivated person who enjoys keeping busy and is capable of working under pressure. You will gain a range of administration skills whilst completing a Certificate III in Business.

WHAT'S IN IT FOR YOU:

- Get paid to Learn
- A platform to build a successful career
- A fantastic opportunity to complete a nationally recognised qualification

The below qualities would be beneficial

- Has a can-do, helpful and enthusiastic attitude
- Has a willingness to learn
- Computer savvy
- Attention to detail
- Excellent verbal and written communication skills
- Time management and organisational skills
- The ability to prioritise tasks and handle confidential material

You will be a kind and patient person, who understands the needs of our residents when they attend the front office area for assistance.

This is an excellent opportunity to enter the field of business administration. This role would be ideal for new school leavers.

This role is available for an immediate start. Please send your resume and cover letter to anikkerud@longridge.org.au or call (08) 87621340 and ask for Alicia.