



CRC TRAINEE Application Package



141 Vincent Street
Beverley WA 6304
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beverleycrc.net

Beverley CRC Trainee

The Beverley Community Resource Centre (CRC) are seeking to appoint a full time CRC trainee to work within our team and at the Shire of Beverley.

The position encompasses both on the job training and completion of a relevant TAFE traineeship course over a 12-month period, working 5 days per week, from 8.30am to 4.30pm.

The TAFE Traineeship Course options offered with this position are:

- SIT30116 Certificate III in Tourism
- SIT20116 Certificate II in Tourism
- SIT30516 Certificate III in Events
- BSB40820 Certificate IV in Marketing and Communication

The ideal candidate will be an enthusiastic, self-motivated person, preferably with previous experience in customer service, general office administration and a commitment to complete their traineeship studies.

The CRC trainee will be responsible for assisting with the daily operations of the CRC, to ensure an excellent service is provided to our community.

Applications close Wednesday 19 January 2022 at 4.30pm and should be marked,
Private and Confidential – CRC Trainee Application

Applications may be emailed *or* posted in a securely sealed envelope, clearly addressed to:

Mrs. Amor Moulton
Beverley CRC
Coordinator
PO Box 310
BEVERLEY WA 6304

Email: beverley@crc.net.au

CRC Trainee APPLICATION INFORMATION

Thank you for expressing interest in this position with the Beverley CRC

PLEASE READ THE APPLICATION INFORMATION CAREFULLY

Your application should consist of:

- A cover letter, addressed to the Beverley CRC Coordinator, which includes a paragraph about why you would be a suitable candidate for a Traineeship and your preferred TAFE Course (*refer to Page 2 options*).
- A resume, stating your personal details, contact details, education history and employment history (most recent employment first), with details of the duties and other relevant information such as personal interests.
- Two referees, including contact information and relationship to you as the applicant.

Include any additional information that you believe may be relevant to the application interview or your appointment within the position, so that we can take that into consideration in selecting the best applicant.

The closing date and time for applications is Wednesday 19 January 2022 at 4.30pm, late applications will not be accepted.

Immediately after the closing date the applications will be assessed, ranked and a short list developed.

Further information about this position is available by contacting the CRC Coordinator, Mrs Amor Moulton or to find out more about working at the Beverley CRC, visit the website beverleycrc.net

The Beverley CRC is an equal opportunity employer.

Referee and Reference Checks

If there is a special need for confidentiality, such as a current employer, who is not yet aware of your application, please provide details with your application.

You may provide additional material or information that you wish to support your application. Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The CRC reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

CRC Trainee

POSITION DESCRIPTION

REQUIREMENTS OF POSITION

The Beverley CRC is seeking a self-motivated, positive, and professional individual with excellent communication and customer relations skills, to join our team as a CRC Trainee.

ESSENTIAL SELECTION CRITERIA

1. Demonstrated written and oral communication skills.
2. Word processing skills.
3. Reasonable level of IT knowledge.
4. Familiar with Microsoft Office software.
5. Ability to communicate with customers, staff and other relevant parties.
6. Sensitivity to the needs of persons with disabilities.
7. Ability and willingness to work cooperatively and show initiative.
8. High degree of discretion dealing with confidential information.
9. Enrolment in TAFE in chosen Certificate.
10. Professional manner and presentation.

DESIRABLE CRITERIA

1. Knowledge of general office machines and telephone systems.
2. Sound customer service skills.
3. Basic time management and organisational skills.

KEY DUTIES AND RELATIONSHIPS

- Provide a receptive and inviting first point of contact for centre users and is welcoming to all clients and visitors.
- Assist customers in relation to services provided by the BCRC to ensure quality products.
- Promote any revenue generating programs and projects and all other services provided by BCRC.
- Assist the Coordinator and other staff in the general administration of the BCRC.
- Undertake tasks as directed by the Coordinator.