Position Description: Business Trainee - CEO

POSITION IN CONTEXT

The Housing Trust has an Aboriginal Employment Strategy which aims to increase employment opportunities for Aboriginal people and to also assist us to deliver culturally respectful services to the Aboriginal community in the Illawarra.

The first traineeship position was created in 2013 as an entry-level opportunity under the Employment Strategy. The traineeship will initially be a 12 month appointment. The Trainee will study Certificate III Business and will work with our CEO’s office and the Executive.

The Executive is the primary management group of The Housing Trust. The Executive Assistant Trainee reports to the Executive Assistant and Communications Coordinator and is responsible for confidential administrative and professional secretarial support to the CEO.

POSITION PURPOSE

The Trainee provides general administrative support to the CEO to enhance their overall effectiveness.

MAJOR CHALLENGES

The major challenge of the position is ensuring the successful completion of Certificate III Business while also learning work tasks and completing all job responsibilities efficiently and effectively. Other challenges include:

- Time management
- Ongoing learning – on the job and formal studies
- Ensuring compliance with organisational policy and procedure.

KEY FUNCTIONS AND RESPONSIBILITIES

- Completing requirements for Certificate III Business
- Provide administrative and secretarial support to the CEO
- Support the diary management of the CEO
- Distribute incoming mail of the CEO
• Support the Executive Assistant and Communications Coordinator to organise meetings as required, including assisting with the preparation of related documentation, presentations, administration, venue management and catering.
• Screen phone calls, appointments and visitors, demonstrating a high level of customer service.
• Support the organisation of travel and accommodation arrangements as required.
• Customer service (via telephone and face to face).
• Assist with a range of projects and other tasks as required.
• Contribute to a positive work environment and culture of quality improvement.

**SELECTION CRITERIA**

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<thead>
<tr>
<th>QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE</th>
<th>PERSONAL ATTRIBUTES</th>
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<tbody>
<tr>
<td>• Aboriginality</td>
<td>• Ability and willingness to learn</td>
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<tr>
<td>• Good written and verbal communication skills</td>
<td>• Good team player</td>
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<td>• Good numerical skills</td>
<td>• Positive attitude</td>
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<tr>
<td>• Good customer service skills</td>
<td>• Honest and reliable</td>
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<tr>
<td>• Attention to detail</td>
<td>• Strong commitment to delivery of the organisation’s Vision and Values</td>
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<td>• Sound computer skills</td>
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<td>• Well organised with good time management</td>
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**About The Housing Trust**

The Housing Trust was established in 1983 to prevent homelessness through the provision of community housing. We provide long-term social and affordable rental housing to low and moderate income households.

The organisation operates predominantly in the Wollongong, Shellharbour and Kiama Local Government Areas and assists a wide range of people including older people, people with disabilities, Aboriginal and Torres Strait Islanders, and young people.

The Housing Trust is a significant contributor to the local economy, turning over $12 million, employing over 30 people, leasing 244 properties from the private sector, and spending $1.8 million using local maintenance contractors annually.

The Housing Trust is proudly not-for-profit and is governed by an elected Board of Management. As a Public Benevolent Institution it can offer a range of FBT-free benefits to staff. The Housing Trust is located in Smith Street, Wollongong NSW.

**Our Vision:** A decent home for everyone.

**Our Values:**
• Support
• Collaboration
• Integrity
• Respect

**Our Purpose:** We provide homes, build communities, create opportunities and enrich lives.

**For More information:** [www.housingtrust.org.au](http://www.housingtrust.org.au) or Phone: 02 4254 1166
 Email: recruitment@housingtrust.org.au