

Seeking School-Based Trainee – Business Administration (1 Day Per Week)

An Opportunity for Your Students to Gain Real-World Office Experience

We are looking for a motivated **Year 10 or above** student to join our team as a **school-based trainee** in **Business Administration**. This is an excellent opportunity for students interested in **gaining hands-on experience in a professional office environment** while completing a **Certificate III in Business Administration**.

We would love to connect with students from your school who may be interested in this opportunity.

About the Traineeship

- ◆ **Duration:** 1 year
- ◆ **Commitment:** 1 day per week in our office
- ◆ **Location:** Burleigh Heads
- ◆ **Remuneration:** Paid in accordance with the applicable traineeship award

What the Student Will Learn & Do:

- ✔ **Develop practical office skills** – scanning, filing, data entry & archiving
- ✔ **Gain exposure to professional business environments**
- ✔ **Learn to follow structured processes & procedures**
- ✔ **Improve attention to detail & organisational skills**

This role is **ideal for students who are reliable, quick learners, and able to follow instructions**. No prior experience is required—just a **positive attitude and a willingness to learn!**

About Us

We are a **boutique accounting firm based in Burleigh Heads**, providing personalised **accounting, taxation, and business structure services**.

This traineeship is a **great stepping stone** for students considering careers in administration, finance, or business.

How Career Advisors Can Help

We would appreciate your support in sharing this opportunity with students who may be a good fit. If you have students interested in applying, please have them send their **resume & a short cover letter** to:

✉ sophie@bfaccounting.com.au

📅 **Applications close 15 April 2025.**

For any questions or further information, please feel free to reach out. We look forward to welcoming a **motivated student** to our team.