# Position Details

Role summary for potential applicants

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| **Advertised Job Title:** | Administrative Assistant Trainee  |
| **Reference Number:** | 46401 |
| **Classification:** | Aboriginal and/or Torres Strait Islander Traineeship  |
| **Salary Range:** | Trainee Salary – $22,999 to $25,491 plus up to 15.4% superannuation |
| **Location:** | Clayton, VIC |
| **Tenure:** | Specified term of approximately 12 – 18 months depending on course of study |
| **Relocation assistance:** | Will be provided to the successful candidate if required |
| **Applications are open to:** | Open to people of Australian Aboriginal and/or Torres Strait Islander descent *(Proof of Aboriginality will be required prior to confirming the appointment)* |

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| **Role Overview:** |
| The Indigenous Traineeship Program is an initiative of the CSIRO Indigenous Engagement Strategy which seeks to significantly increase Indigenous employment nationally within CSIRO. Through this strategy, CSIRO aims to enhance the educational, employment, training and career development opportunities for people of Aboriginal and/or Torres Strait Islander descent.An opportunity exists for a trainee to join the **Manufacturing** Business Unit to undertake a workplace-based traineeship. In this role you will provide broad administrative support to a number of senior staff, such as, organising meetings, booking travel, preparing and maintaining office records and filing systems. Over the course of the traineeship, the successful applicant will undertake on-the-job training and complete a Nationally Accredited Qualification relative to their position. Upon successful completion of the training package the trainee will be considered for ongoing employment with CSIRO, if available.  |

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| **Duties and Key Result Areas:** |
| * Preparation of documents
* Book travel arrangements
* Organise meetings including sending out meeting requests, preparation of agenda, booking rooms, order catering
* Maintenance of office records and filing systems
* Answering and directing telephone calls
* Comply with CSIRO general policies and procedures, OH&S policies and requirements.
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| **Selection Criteria:** |
| *Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed.*Pre-Requisite* Must be either enrolled in, currently studying, or eligible and willing to carry out training for a Nationally Accredited Qualification relative to the position (e.g. Certificate III in Business Administration).

Essential Criteria:1. Ability to work independently or in a team, maintain own quality of work, and determine own work priorities.
2. Ability to learn quickly.
3. Good oral and written communication skills.
4. Ability to use a computer, especially Microsoft Office applications including Word, Outlook and Excel and an interest in increasing computer skills.
5. Awareness of and ability to adhere to safety procedures.

**CSIRO is a values based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:*** Integrity of Excellent Science
* Trust & Respect
* Creative Spirit
* Delivering on Commitments
* Health, Safety & Sustainability
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| **Other Information:** |
| This is an identified position to be occupied by an Aboriginal person and/or Torres Strait Islander person only. This is a genuine occupational requirement as permitted by and arguable under the Anti-Discrimination Act.**How to Apply:** Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You will need to provide:* A Resume and cover letter (as one document) advising why you are interested in a traineeship with CSIRO; and
* Confirmation of Aboriginality or Torres Strait Islander descent (this can be provided later if necessary).

**IMPORTANT:** Please upload your Resume and cover letter as **one** document and your Confirmation of Aboriginality or Torres Strait Islander descent status in the “Eligibility documents” field in your application.If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au**Referees:** Please provide the names and contact details of two referees in your resume. Referees can be previous supervisors, school teachers, sporting coaches or someone who knows you well. **Contact:** If after reading the selection documentation you require further information please contact: Vivian Boyce via email at: vivian.boyce@csiro.au or by phone on: 03 9545 2762. *Please do not email your application directly to* Ms Boyce. *Applications received via this method will not be considered.***About CSIRO**The Commonwealth Scientific and Industrial Organisation (CSIRO) is Australia’s National science agency. At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world. Our innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies. With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation. CSIRO. We imagine. We collaborate. We innovate. Find out more! [www.csiro.au](http://www.csiro.au)**About CSIRO Manufacturing**Australian manufacturing is changing focus from heavy industry to high tech products based on sustainable, advanced manufacturing processes. Our science and engineering skills, equipment and international connections are helping Australian manufacturers be globally competitive. Find out more at: <http://www.csiro.au/en/Research/MF>. Key challenges we address: **Australian manufacturers face significant challenges including economic and structural changes and intense global competition from emerging nations. To remain globally competitive, companies are looking for ways to improve productivity, resource efficiency and become more agile in the way they adjust to market conditions and consumer trends. Helping companies build competitive sustainability in areas of high-value added advanced manufacturing is a central role of our Manufacturing research.** |