



# Civil Asset Maintenance Traineeship

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## **About the opportunity**

This 12-month traineeship provides a combination of on the job work experience and one day per week attendance at TAFE completing a Certificate III in Business Administration or equivalent, which when combined gives you a competitive advantage for future professional roles.

As a trainee in the Civil Maintenance Services section, your duties will consist of typing and mailing letters, answering and attending to customer enquiries, liaising with various employees throughout Council, following up on unpaid fees, data entry and maintenance of spreadsheets. You will be based in Council's Civic Centre where you will have the opportunity to work with a great team while developing your administration, PC, communication and teamwork skills.

You will be motivated, enthusiastic and committed to providing a high standard of customer service. You will also possess strong communication skills, both verbal and written.

## **Connect - Create - Celebrate**

Council Chambers - 62 Flushcombe Road - Blacktown NSW 2148

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All correspondence to: The General Manager - PO Box 63 - Blacktown NSW 2148