Receptionist Trainee

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with a network of campuses in Melbourne and Sydney. We provide Business, Accounting, IT and Networking programs, at Diploma, Bachelor and Master level to Australian and International students.

With a commitment to provide high quality educational programs with professional career outcomes and a strong and diverse group of learners and teachers, MIT offers an excellent opportunity for a school leaver to utilise their skills in an exciting learning and working environment within the MIT Melbourne Student Services department for a duration of 12 or 18 months, depending on the Certificate level undertaken.

The Receptionist Trainee role will require an energetic person with a ‘can do’ attitude.

We require someone with a strong work ethic, who is reliable, has a willingness to learn and to work with students of diverse backgrounds.

This position is suited to a school leaver that has finished year 11 or 12 wishing to undertake a Certificate III or IV in Business Administration.

You will need:

- To have completed Year 11 or 12.
- A customer focus with a passion to assist students
- A friendly and helpful nature
- Good organisational skills
- Excellent interpersonal skills and demonstrated ability to work effectively and consultatively in a teamwork environment.
- Fast and accurate typing, intermediate level on Word and knowledge of other Office applications such as PowerPoint and Excel.
- A high degree of initiative with good communication skills both oral and written.
- An appreciation of cultural awareness and issues relating to the diverse cultural background of the student body.

If you have these skills and the drive to succeed, we would like to hear from you.

Applicants must access the position description at: http://www.mit.edu.au/about-us/jobs-mit and address the selection criteria.

For further information please contact the Manager Student Services on +61 3 8600 6700 or email hrm@mit.edu.au

Applications including a one page Cover Letter and Resume can be submitted via Seek or emailed to: hrm@mit.edu.au

Previous applicants need not apply.

Closing date: Monday 1 August 2016