Career Employment Group Inc

https://ceg.net.au/job/business-school-based-traineeship-port-lincoln/

Business School-Based Traineeship

Employment Type
Part-time

Job Location
Port Lincoln

Date posted
August 10, 2026

Description

Career Employment Group Inc is seeking applications for a school-based Business Trainee to work with our valued Host Employer in Port Lincoln. This is a part time position, requiring you to work 7.5 hours per week.

As a Business Trainee you will undertake a Certificate III in Business, gaining practical experience across a range of clerical and administrative tasks to support effective business operations.

Key Responsibilities

In this role, you may assist with:

- Maintaining business resources and organising workplace information
- Creating and using databases
- Designing and producing business and text documents
- Organising personal work priorities and development
- Contributing to effective workplace relationships

Position Requirements

- Be enrolled in school.
- Hold a current driver's licence (advantageous).
- Satisfactorily pass a pre-employment medical, inclusive of drug and alcohol testing.
- Willingness to learn and develop new skills.
- Be punctual and have a good work ethic.

How to Apply

Please submit your resume and cover letter to **anne-marie.hammond@ceg.net.au**

For any questions about this position, please contact the above email or phone 0417 829 972.

Please note: only those who are shortlisted for this position may be contacted.