Earn Whilst You Learn!

Certificate III in Business (ICT Focus)
BSB30115

LOCATION: Carrara
Business Greenhouse

Available to school students in year 12. Taking applications with the expectation to start February 2016. Students are required to work a minimum of 7.6 hours per week.

This is an exciting opportunity for the successful applicant which may lead to permanent position with the company once the traineeship has been completed. Business Greenhouse is a well-established and quickly expanding business marketing, coaching and events company seeking an ICT “all star” to join their dynamic team. Duties will include: transcribing videos and audio into social media content, provide basic assistance in organization and running of marketing activities and events management, general administration duties and assistance with creating and updating marketing materials.

This may contribute significantly to your Year 12 Certificate.

Excited? What do I need to do?

Please contact our representative Natasha Scott or Deborah Pearce and advise your Industry Liaison Officer. We look forward to hearing from you.

Natasha Scott
Business Development
Mobile: 0499 037 973
Email: natasha@pst.edu.au
Or Call Us: 1300 368 097
Email: learnmore@pst.edu.au

Deborah Pearce
Business Development Executive
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Selection Criteria – please show examples of the following criteria in your resume application

- 50-60 words per minute typing
- High level of literacy and numeracy
- Ability to self teach with technology and use initiative
- Intermediate IT skills including ability to create spreadsheets and PowerPoint presentations
- Ability to generate new ideas and run with them
- Excellent handle on Facebook, Instagram and Twitter

Highly Desirable:

- Video editing skills e.g. Premier Pro, Windows Movie Maker etc.
- Graphic design e.g. Photoshop, Canva, InDesign etc.
- Photography
- Filming e.g. SLR

*Candidates must be available to attend Prestige Service Training Southport office for 5 days face-to-face for the ICT component