

Trainee Administration Officer

Thank you for your interest in the Trainee Administration Officer position at the Bruce Rock Community Resource Centre (Inc). To assist you with your application, please read the following information.

Equal Employment Opportunity

The Bruce Rock Community Resource Centre (Inc) is an equal opportunity employer. All applicants will be assessed against the criteria included in this Application Package.

A selection panel will assess the applications for the position based on merit.

Applicants **must** be willing to gain a **Working with Children Check** and **Police Clearance**.

The successful applicant **must** show consistent progress with the required course work given to them to complete the Registered Training Certificate that is offered as part of the “trainee position”, in the provided timeframe (12 months full-time or 18 months part-time), failure to meet this requirement may result in termination of employment.

What to include:

Your application should include:

1. A brief covering letter.
2. A written statement or example that addresses each of the essential selection criteria listed on pg. 2 (e.g. a situation where you demonstrated or fulfilled the skill while in a past workplace or school environment)
3. A copy of your current resume.
4. Details of two referees.

Presentation of Application

You should provide us with only one copy of your complete application. Please submit your application to the Bruce Rock Community Resource Centre (Inc) addressed to:

**The Management Committee
Bruce Rock Community Resource Centre (Inc)
40-42 Johnson Street
Bruce Rock WA 6418**

Your application can be hand delivered, posted, or e-mailed to coordinator@brucerockcrc.com.au by **12.00pm on Friday 20th March 2026**.

Late applications will not be considered.

Failure to cover and provide evidence of the above criteria may result in your application being removed from the selection process.

Post Application Process

- Receipt of your application will be confirmed in writing.
- Short list applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

Selection Criteria –Trainee Administration Officer

	ESSENTIAL	DESIRABLE
SKILLS		
Ability to work and contribute to a team environment.	√	
Demonstrate initiative and problem-solving skills.	√	
Efficient verbal and written communication skills.	√	
Demonstrate a good quality of customer service in dealing with the public.	√	
Ability to learn and implement new information.	√	
Proven time management skills.	√	
Ability to adapt to new situations.	√	
KNOWLEDGE		
Working knowledge of Microsoft Office and similar design programs.	√	
Working knowledge of graphic design applications		√
Familiar with the local district		√

Please include any other relevant information or experience you may have that will contribute to the Community Resource Centre team.

Preparing your application.

When preparing your application (covering letter and CV):

- Consider the position requirements for the role, which are listed in the Position Description in this information pack.
- Think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- Provide those examples in your application.

Referees.

You are required to nominate two referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

Position Description

Trainee Administration Officer

Position Title

Community Resource Centre Trainee Administration Officer. (Full-time or Part-time)

Position Objective

The Community Resource Centre Trainee Administration Officer, in consultation with fellow staff members and the Management Committee of the Bruce Rock Community Resource Centre will work to ensure that the most appropriate and effective services in education, training, communication, information and business are promoted and provided to the community.

Reporting Relationships

The Community Resource Centre Trainee Administration Officer will be responsible to the Administration Officer, Coordinator, and the Management Committee.

Statement of Duties

Compulsory Training:

- Complete training in a Certificate II or III as agreed upon.

Client Service:

- Provide information, advice and assistance regarding information technology, educational and business opportunities provided by the Community Resource Centre.
- Assist customers to obtain education, training services and/or any other resources that they may require.

Administration and Management:

- Assist with the management of the day-to-day operations of the Bruce Rock Community Resource Centre.
- Assist fellow staff members to maintain clerical records for the Community Resource Centre.
- Ensure that all policies and procedures are implemented and adhered to in relation to the Bruce Rock Community Resource Centre with regards to membership, usage, data collection and other operations of the Community Resource Centre.
- Advise senior staff of equipment requirements.
- Assist fellow staff members to initiate, administer and coordinate any labour market programs or other major projects undertaken by the Bruce Rock Community Resource Centre.

Bruce Rock Youth Activities:

- Assist in the supervision of the Youth while in the Youth Booth.
- Assist in planning programs for the Youth.
- Adhere to current policies and procedures.

Research, Planning and Marketing:

- In consultation with fellow staff members, initiate and maintain revenue-generating programs and projects.
- Assist fellow staff members to assess the educational and business requirements of the community and create educational and business opportunities.

Reporting:

- Attend staff meetings when required.
- Report directly to senior staff members as required.

Individual Duties:

- Point of contact at the Community Resource Centre to answer phone calls, greet customers as they enter the Centre and respond to own emails throughout the day.
- Record and complete job orders from customers.
- Pass on messages to fellow staff members.
- Always maintain tidiness of the Community Resource Centre and Youth Booth.
- Upkeep of Community Events notice board.
- Organise donations/returns of books in Book Exchange and replace back in alphabetical order in shelves.

Other Duties:

- Undertake tasks as directed by the Coordinator, Events and Project Officer and Management Committee of the Bruce Rock Community Resource Centre.
- Attend work at The Shire of Bruce Rock – Conditions and agreement to be determined between all parties and the successful applicant.