



# Southern Downs Community Events - Business Traineeship



BSB10120- Cert I in Workplace Skills (Business)

Modern businesses are not just about boring paper jobs!

Start your exciting career and use this qualification to gain broad knowledge and practical skills to use across a range of business environments.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

## CAREER OPPORTUNITIES

- Payroll Officer
- Customer Service Advisor
- Data Entry Operator
- Receptionist
- Customer Service Representative
- Records Clerk
- Administrative Assistant



## ELIGIBILITY

- Permanent resident of Queensland age 15-65
- No longer at school
- Working less than 20 hours a week

## WHEN

Starts 04 March 2024 (runs over a 20 week period)

## COST

The course is free for eligible participants.

SDIEA employs more than 50 people each year in permanent and voluntary positions. With over 2000 graduated clients SDIEA delivers programs funded by the Queensland Government- Skilling Queenslanders for Work initiative.

