Gippsland PHN - Business Administration Trainee – Certificate III Aboriginal and/or Torres Strait Islander

This is a targeted employment opportunity for an Aboriginal and/or Torres Strait Islander person. The traineeship forms part of Gippsland PHN's commitment to increasing Aboriginal and/or Torres Strait Islander employment and providing supported pathways into meaningful employment and nationally recognised training. This traineeship will work within the Gippsland PHN Program Delivery Team in Bairnsdale.

THE TRAINEESHIP WILL PROVIDE YOU WITH:

- The ability to work full time or part time and earn money while studying a Certificate III in Business Administration.
- A nationally recognised qualification on completion of training.
- Real life experience in assisting the community.
- Providing support to Health Professionals.
- Learning Contract and Project Management.

APPLY TODAY IF YOU:

- Are Aboriginal and/or Torres Strait Islander. The preferred candidate may be required to provide evidence of Aboriginal and/or Torres Strait Islander identity prior to appointment.
- Over 18 years old.
- Are committed to achieving a satisfactory completion of Certificate III in Business Administration.
- Are reliable and responsible, with the ability to work as part of a team.
- Are willing to undertake and pass a police check.
- Have a desire to assist the Gippsland community.
- Have basic computer skills.

Applicants do not need previous experience in the health sector or in a corporate office. We are looking for applicants who bring some skills and experience and show potential to learn and grow.

To apply: e-mail your cover letter and current resume to: recruitment@gphn.org.au

- For assistance and support in applying, contact: Brendon Phone: 03 5175 5409 Email: recruitment@gphn.org.au

Applications close Sunday 22 November 2026