



Administration Trainee

Gladstone Power Station is a 6 x 280MW unit power station primarily required to produce reliable, economic energy in accordance with customer expectations and contractual obligations. NRG Gladstone Operating Services (NRGGOS) is the Operator and Maintainer of the GPS JV Power Station assets.

About the Traineeship

- 12 months to complete and will receive a Certificate III in Business Administration
- Working hours are 9 days/fortnight; 36.25 hours per week
- Part of the Human Resources workgroup
- Reports to the Superintendent Training & Development

Typical Duties

- Reception
- Act as first point of contact for visitors
- Administer visitor inductions & site access cards
- Collection & distribution of mail
- Filing
- Emails
- Updating HR Information Systems
- Maintenance of training rooms
- Use of Microsoft Office for letters, spreadsheets and presentations
- Booking of meeting rooms

Applications

A letter of application and resume should be sent to:

employeerelations@nrggos.com.au

All applications are to be received by 29 July 2016

Confidential inquiries may be made by phone to Steve Heit on (07) 4976 5130.

- **Successful completion of Year 10**
- **Excellent literacy, language and numerical skills**
- **Experience and exposure to Outlook, MSWord, Excel and PowerPoint**
- **Excellent attitude and desire to learn new systems**
- **Excellent Customer Service Skills**
- **Ability to work as part of a busy team**
- **Commitment to NRGGOS**
- **Safety Program – Be Safe Every Day**

Be Safe Every Day