



NOW HIRING

ADMINISTRATION OFFICER CERTIFICATE III FINANCIAL SERVICES TRAINEESHIP SURRY HILLS

- NO TAFE FEES
- FULL TIME TRAINEESHIP
- NATIONALLY RECOGNISED QUALIFICATION
- NO EXPERIENCE REQUIRED

You will be working 35 hours each week Monday to Friday between 8am and 4pm. Join this friendly team and learn the products to service current and future members. Develop your admin and customer service skills while learning on the job. This is a full time, entry level position.

Credit Union located in Surry Hills offers a wide range of financial products and services to its Members. Opportunity to be taken on permanently post traineeship and grow within the business.

Duties

- Manage member enquiries
- Develop strong business relations with key customers and members
- Process loans, mortgages and memberships
- Maintain database information

Phone Kathleen on 0407 414 659 to fast track your application or send your resume and cover letter to klatham@austrg.com.au

<https://www.austrg.com.au/job-seekers/job-vacancies/>



ATC Australian
Training
Company