

Business Administration Traineeship



Launch your career with purpose and passion—apply for a First Nations traineeship and study a Certificate III in the Oil and Gas industry today!

Tasks

Throughout your traineeship, you will gain skills and experience across areas including:

- Process payroll
- Handle receipt and dispatch of information
- Maintain business resources
- Organize schedules
- Maintain business to business relationships
- Organize workplace information
- Use knowledge management systems
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries

Saltwater Pathways Program

The Saltwater Pathways Program is a collaborative partnership between the Barossa Aboriginal Future Fund and Programmed, offering a unique employment pathway for First Nations individuals. Participants will gain workplace experience while undertaking VET-accredited training linked to formal traineeships, supporting skill development at workplaces connected to the Barossa Project.

Together, we are committed to fostering a diverse and inclusive workforce, the program actively encourages applications from First Nations peoples, particularly members of Traditional Owner groups from the five coastal regions identified as fund beneficiaries, creating meaningful career opportunities and long-term growth

Qualifications

On successful completion of your traineeship with Programmed, you will receive:

- Certificate III Business (Administration) (BSB30415)

Prerequisites

In order to be considered as a potential candidate for a Business Administration Traineeship with Programmed, you will have:

- A commitment to embracing a Zero Harm safety culture
- A positive attitude, self-motivation and desire to learn new skills
- Ability to take directions from supervisors and to ask questions
- Good listening and communication skills
- Interest in developing a career in the natural gas industry

This traineeship provides practical, hands-on experience and training to develop your administration skills within the oil and gas industry. Working in a busy office environment, you'll support daily operations through a range of administrative tasks while building strong organisational, communication, and teamwork skills.

Duration and Training

This traineeship spans up to 24 months and will be based in Darwin. You'll experience a blend of online and face-to-face learning, combined with hands-on activities in the workplace. Throughout your traineeship, you'll receive ongoing pastoral care and support to help you grow both personally and professionally, while learning from experienced professionals in a culturally supportive environment.