

## Business Administration Traineeship

### About Woodside Energy

Woodside is a proud and innovative Australian company. They understand that it's only by working together that a better future comes to life. Woodside led the development of the LNG industry in Australia and are using the same passion and pioneering spirit as part of Australia's energy transformation. Woodside's success is driven by their people, and they aim to attract, develop and retain a diverse high-performing workforce. Their proven track record and distinctive capabilities are underpinned by more than 65 years of experience, making Woodside an employer and partner of choice.

### About the Role

The Business Administration Traineeship is an entry point and pathway program.

Business Administration Trainees provide administrative and executive support to the departments, management and their teams at Woodside's Burrup Production Facilities. Working alongside a skilled and supportive team, they gain on-the-job practical experience while working towards nationally recognised qualifications.

### Where will you be working?

Business Administration Trainees will be rotated through various areas of the Management, Operations, Maintenance, our King Bay Supply Facility, Training, Health and Safety, Engineering and KLE departments at Karratha and Pluto LNG Plants. Trainees may also provide administration support to on-site contractors.

### What training will be provided?

On successful completion of your traineeship with Programmed and Woodside, you will receive a nationally recognised:

- Certificate II in Business, and / or;
- Certificate III in Business Administration, and / or;
- Certificate IV in Business Administration.

Each certificate has a duration of 12 months, which comprises of block release training at North Regional TAFE, completion of workbook task and assignments and practical on-the-job training at Woodside.

There is the opportunity to progress to a higher certificate level up to Certificate IV in Business Administration, and this is based upon your ongoing performance and business requirements at the time.

### What are some of the day to day tasks and responsibilities?

- Using advanced features of MS Outlook for email communications, calendars & calendar management, scheduling of meetings, prioritising of tasks & workload.

- Assisting with meetings delivery such as video conferencing link ups, room set up, IT set up and liaison with IT professionals, booking meeting rooms and scheduling meetings
- Assisting with events and organising functions - including booking venues, venue set up, organising catering, and assisting with IT requirements. You may also assist administrators in working with outside event coordinators to plan large special events for the workforce.
- Raising purchase orders & other SAP related functions.
- Monitoring, ordering & maintaining & re-stocking of stationery supplies.
- Monitoring and maintaining of site-based loan personal protective equipment (PPE).
- Logistics delivery including travel, accommodation and itinerary organisation, escorting visitors on site, organising catering and visitor PPE requirements.
- Creating, designing and maintaining spreadsheets and other documents.
- Attending & participating in administration meetings and other events and special projects.
- Using filing systems through dedicated Corporate Document Management Systems, OneDrive & OneNote and archiving of manual documents
- Participation in site-based safety walks
- Safety System management, including entry of Safe Cards, and participation in site toolbox meetings.

### What requirements are there to become a Business Administration Trainee?

To be considered a potential candidate, you must have:

- Completed Secondary education up to year 11 level or equivalent
- Demonstrate a genuine interest and motivation to pursue a career in administration support.
- The desire to have a career in Oil & Gas
- The ability to pass a pre-employment medical and regular drug & alcohol screening test

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Business Administration Traineeships are offered at Woodside through Programmed Training Services, Australia's leading group training organisation.

For more information and to apply, visit:

**[programmed.com.au/woodside](http://programmed.com.au/woodside)**