



**Cook Shire  
COUNCIL**

# Business

## Administration Traineeships

**Have you left school, want to go back to work  
or looking for a new career opportunity?**

Cook Shire Council is seeking applications for two Business Administration Traineeships. The successful applicants will complete a Certificate III in Business Administration over a period of 12 months, in addition to undertaking training and development within the role of administration support.

- Young people aged 15-24
- Aboriginal and Torres Strait Islanders
- Mature-age job seekers 45-plus
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with disability
- Displaced workers
- Women re-entering the workforce

**Applications are open now and close on Monday, April 9 2018.**

Apply online at

**[www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)**