



EARN while you LEARN

Origin Energy have an opportunity for a student to gain a business qualification through a school based apprenticeship, with on-the-job learning including reception, workplace health and safety, space planning, mail room, catering and many other training opportunities

Position: Workplace Services Assistant
Company: Origin Energy
Frequency: Every Wednesday
Hours: 9.00am – 5.30pm

Qualification: Cert III Business
Location: Milton, Brisbane
Length: 375 hours over 12 months

Responsibilities include:

- ♦ Welcoming and greeting external and internal visitors in a professional and friendly manner
- ♦ Answering the switchboard telephone in a professional and friendly manner
- ♦ Connecting Origin customer calls to the customer service helpdesk
- ♦ Checking and signing in inducted contractors
- ♦ Correctly signing out visitor, temp and contractor access cards
- ♦ Assigning lockers to staff
- ♦ Logging cleaning requests into the AMP portal

For full role responsibilities please refer to Position Description

Origin Energy are would like to interview students who meet the following criteria:

- ❖ **Year 11**
- ❖ **Can travel to Milton office for interview and then for work each week**
- ❖ **Indigenous students encouraged to apply**

Students to apply by contacting your Careers Officer

Applications to be sent to Beacon Foundation by close of business Monday 26th February, 2018