



## Traineeship - GP Services

We have an exciting opportunity for an **Administration Trainee** to join our team in an administration role with a focus on the operations of the GP practice.

You will also complete a nationally recognised Certificate IV in Business with on-the-job training and mentoring through the Barrangirra Program to help you build your career.

**This is an Aboriginal Identified position in accordance with section 14(d) of the Anti-Discrimination Act 1977.**

### About you

We're looking for someone who:

- Is friendly, values honesty and is reliable.
- Enjoys working cooperatively and effectively in a team environment.
- Has a mature approach and behaves in a professional and respectful manner.
- Is punctual with attendance.
- Maintains confidentiality and privacy of all records, documentation and observations.
- Possesses sound computer skills, with an interest in understanding clinical specific programs.
- Uses their initiative & likes to see tasks through to completion.
- Possesses sound literacy and numeracy skills, and is confident in asking for support when required.
- Is passionate about working within an Indigenous organisation.
- Has a current driver's licence.

### Why work with Ungooroo

- 100% Aboriginal owned not-for-profit organisation
- Salary Packaging available
- 5 weeks Annual Leave
- Work with a supportive and welcoming team
- Ongoing professional development

### About the traineeship

The successful trainee must be able to:

- attend all training sessions for the course
- meet workplace training and assessment task requirements
- notify Ungooroo immediately if they need additional assistance with the activity requirement of the Traineeship.

This is an administration role that supports the Ungooroo team with a specific focus on the operations of the GP practice.

This will include producing work documents, spreadsheets, learning stock control and ordering, administration support/data entry, greeting patients, answering telephones and assisting with patient appointments.

### How to apply

- Identify as Aboriginal or Torres Strait Islander - please outline your eligibility on your cover letter
- Must be an Australian Resident to be eligible to enrol in a certificate
- Submit your resume, with a letter or video application telling us your story & why you would like a Traineeship with the Ungooroo team!

If you would like to know more,  
please email [hr@ungooroo.com.au](mailto:hr@ungooroo.com.au)

