

Job Description

Work Experience – Business administrator

Details	
Position ID	1002
Department	Business administration
Start Date	7 th Dec 2020
Contract Type	Work experience (2 weeks)
Reporting to	Operations Manager

Company Description:

Approach Services vision is to shape the way we lead change around the world.

Our mission is to help organisations build leadership that recovers fast from challenges and thrives through change by providing consulting, training and toolkits.

We are a small Perth-based company with a diverse team. Our culture is supportive, flexible with a high level of accountability. We value growth and development. Encourage everybody to contribute and communicate openly. We care about our employees, clients and community.

For more information, please visit our website: <https://www.approach-services.com/>.

Work experience program

We're on the lookout for an organised Business administration student that loves to create checklists and slide decks. As part of the Approach Services' Operations team, you'll assist us in preparing webinars and health checks.

As part of our approachable team you will be able to work with us remotely or at our office in the Perth CBD. Working in a virtual team will require you to organise and manage your work experience activities autonomously whilst communicating effectively and regularly with your team. You will be able to learn contemporary ways of collaborating.

Cultural fit is of utmost importance for us. Approach Services prides itself in delivering evidence-based and practical advice, growing and developing our staff and caring deeply for our team and work-life balance. You will be able to learn professional skills including time management and prioritisation.

Our work experience program takes place over a designated period of two weeks in December. Work experience normally takes place between 10 AM and 3 PM and can only be conducted on Mondays to Thursdays. Students are required to be fully engaged in the work experience activities during those times and days.

Participation is free of charge to all students and there will be no payment made to students to participate.

Key Responsibilities

- ▲ Researching content and preparing a slide deck for a webinar
- ▲ Planning and scheduling of the webinar
- ▲ Preparing two checklist-style documents

Requirements:

- ▲ Ideally you have a high attention to detail and an eye for beauty
- ▲ Business student with an understanding of Change Management, Leadership and HR
- ▲ Excellent written and verbal skills
- ▲ Works well both autonomously and within a team
- ▲ Intermediate skills in Microsoft Word and PowerPoint
- ▲ Experience with Canva

What You Will Gain:

- ▲ Exposure to a fast-growing small business
- ▲ Virtual working and collaboration skills
- ▲ Flexible work arrangements
- ▲ Experience in working agile
- ▲ Students may receive a reference letter following successful completion of the work experience
- ▲ Students can list their work experience on their CV

How to Apply:

- ▲ Please apply directly on our career page. Please attach examples of your writing and slides or a portfolio.
- ▲ Application closes on **30th November 2020**
- ▲ We will notify the shortlisted candidates via email/phone call.
- ▲ Work experience duration: 2 weeks, 7th – 18th Dec 2020
- ▲ Expected Start Date: **7/12/2020**
- ▲ Job Type: Work experience

We are looking forward to receiving your application!