

Wonthaggi Big Ticket Makers

Job Advertisement

Position

Entry Level Analyst / Operator

- *Permanent full time position(s) are available*
- *38 hours per week*
- *\$46,000 per year + superannuation*
- *Office located in Wonthaggi + travel to surrounding customers*
- *Opportunity for rapid merit based promotion*

Employer

- *WBTPM is a medium sized business of 200 employees manufacturing, distributing and selling a variety of goods and services to customers across Bass Coast and South Gippsland shires.*
- *We are looking for several full-time junior members of staff to assist our experienced staff in various aspects of our business.*
- *Vacancies exist within our front office (sales and reception), manufacturing, logistics and back office (IT and accountancy) departments*
- *Each entry level position will report to an experienced member of the management team*

Skills required

- *Successful applicants will have:*
 - *successfully completed Year 9*
 - *the ability to work within a team and follow instructions*
 - *proficient literacy and numeracy skills*
 - *basic computer skills, in particular, experience with Microsoft Office Word, Excel and Powerpoint software*
 - *excellent interpersonal skills*
 - *the desire to learn new skills quickly in a dynamic business environment*
- *Previous work experience or positions of responsibility, whilst not essential, will be looked on favourably*
- *Successful applicants will receive on-the-job training and will be eligible for promotion based on their performance.*

How to apply

Interested applicants will submit a handwritten application letter addressing each of the skills required and briefly explaining their interest in the position. Applications must be accompanied by a formal typewritten resume containing the names of at least two referees. Please lodge your application (in a blue folder) at the:

*MIPS office
Room 34
c/o Mrs Forwood
Wonthaggi Secondary College*

You will be advised of your interview time, it is your responsibility to take your blue folder to your interview