



RESERVE BANK  
OF AUSTRALIA

my apprenticeships  
& traineeships  
gateway

## Aboriginal Identified Office Administration Traineeship x 4

- Martin Place (Sydney CBD) location
- Complete a Certificate III in Business Administration
- Work in a varied role within a supportive team environment

My Gateway & the Reserve Bank of Australia (RBA) are partnering together to provide four Aboriginal or Torres Strait Islander candidates the opportunity to get a good start their career. The successful candidates will have the opportunity to complete a 12 month traineeship at the RBA whilst studying a Certificate III in Business Administration. At the completion of the traineeship, there may be an opportunity for continued employment within the RBA.

The RBA is Australia's central bank. It pursues national economic policy objectives and undertakes a range of associated activities in financial markets and banking. It also issues Australia's banknotes, operates infrastructure critical to the payments system and manages Australia's gold and foreign exchange reserves. Staff at the RBA have an important role to play in achieving these objectives, whether directly or in a supporting role.

Business Administration trainees are employed in the RBA's facilities management, finance, **information and information technology departments.**

### Your responsibilities will include:

- Providing customer service assistance in the Currency Museum, IT reception, FY reception and internal service desks
- Providing administrative support (including data entry, taking minutes for internal meetings, scanning, photocopying and filing of documents)
- Working on Excel spreadsheets
- Updating and maintaining business procedure documents
- Organizing and preparing meeting rooms
- General facilities management support (including floor walks and engagement with Head Office tradespeople)

### We are looking for someone who:

- Has good communication skills
- A strong work ethic
- A positive attitude
- Eager to learn
- Follows the RBA's core values of promotion of the public interest, integrity, excellence, intelligent inquiry and respect

**Hours of work:** 9.00am-5.00pm, Monday – Friday

### What's in it for you?

- Be paid above Award wages, approximately \$36K per year + superannuation
- Complete a Certificate III level qualification for FREE
- Work full time hours and be paid to learn
- Start your career with a highly reputable organisation
- Work in a supportive team environment with ongoing support and mentoring from My Gateway
- Public transport is easily accessible

Apply now! Email your resume to [jobs@mygateway.org.au](mailto:jobs@mygateway.org.au)

Only suitable applicants will be contacted. If you have a Certificate III qualification or above, you may be over qualified for this position.

*Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action is by virtue of a section 126 exemption granted by the Anti-Discrimination Board of NSW.*