

POSITION PROFILE

Position Title:	Trainee
Employment Status:	Full-time (fixed term)
FTE:	1.0
Salary Level:	Trainee Salary as per AEU Tasmanian Branch Employees' Agreement 2018
Location:	Hobart

1. Position Purpose

This position is an entry level position and the primary duties will be varied. This position will involve professional contact and engagement with AEU members and other stakeholders.

2. Duties

- Phone calls and accurate entry of data into the AEU database system
- Member contact and engagement
- Basic administrative and organisational support including word processing, data entry and emails
- Working with AEU members and stakeholders to support union campaigns
- Contribute to the activities of the team and wider organisation as required
- Actively promote the union's strategic framework

3. Level of Responsibility

- Reports directly to the State Manager

4. Personal Qualities

- Well presented, courteous and professional
- Excellent oral communication skills – able to engage with people and respond to basic queries and requests in a polite manner
- Excellent written communication skills – able to accurately respond to member/client emails where appropriate
- Commitment to union values
- Ability to work as part of a small team

5. Essential Requirements

- Completion of Grade 12
- Current C class driver's licence

6. Desirable Requirements

- An active interest in social justice issues.