



Position Title: Junior Trainee

Location: Hughenden Freight & Industrial

Hours of Work:

- One afternoon per week (based on school schedule)
- Saturday mornings: 8:30 am - 12:00 pm

Position Overview:

The Junior Trainee will assist with day-to-day operations at Hughenden Freight & Industrial, gaining valuable experience in customer service, retail operations, and business administration. Working in a supportive environment, the trainee will complete a Certificate 3 in Business (Retail) through structured learning modules provided by an accredited third-party training organisation.

Key Responsibilities:

- Support customer service, including greeting customers and assisting with inquiries
- Aid in stock management, including stocking shelves and organizing displays
- Learn basic administrative tasks, such as data entry and record-keeping
- Participate in maintaining a clean and organized store environment
- Attend training sessions and complete coursework as required

Skills and Qualifications:

- Enrolled in school (Year 10 or 11)
- Strong communication skills and willingness to learn
- Ability to work well in a team environment

Benefits:

- Hands-on training in a dynamic business environment
- Opportunity to earn a Certificate 3 in Business with a retail focus
- Valuable work experience in the retail and industrial sector