

Administration Traineeship.

Location: Tanunda, Barossa Region, South Australia (*Barossa Gawler Light Adelaide Plains*)

In this role you will support office administration and communication with regional industry through assisting RDA Barossa and other nominated regional bodies with their administration, membership and communications. You will undertake office based work approximately 4 days per week and attend training as negotiated one day per week.

This position is made possible by the Government of South Australia's traineeship assistance program.

The Region:

The Barossa RDA Region (referred to by the SA Government as the Barossa, Light and Lower North region) is diverse in history, demographics and industry. The Barossa Valley (which includes part of the Light Regional Council area) is an historic wine producing region with a globally recognized brand and a significant export industry both for its wine and tourism. The region is home to significant manufacturing and service industry. The local government areas of Light and Adelaide Plains boast high value broad acre grain & livestock, horticultural and animal husbandry industries as well as important industrial zones. Gawler is a growing historical town with expanding health, retail and service delivery industries.

Regional Development Australia Barossa is a partnership of federal, state and local government (Barossa, Gawler, Light, Adelaide Plains) and local industry established to facilitate economic growth, to influence the use and management of resources and maximize opportunity in the region. It embraces infrastructure attraction, business investment, business retention, business expansion and jobs creation, social capital development and an environment to support these objectives.

The Role

- **Update and keep active content for specified RDA Barossa websites**
- **Maintain and update contact lists for designated regional organisations, including RDA Barossa**
- **Undertake Reception duties, including mail collection and meeting set up/tidy up.**
- **Manage meeting and tea room supplies and catering for informal meetings**
- **Provide admin support to senior staff as requested**
- **Provide admin support to nominated regional organisations**
- **Undertake special duties and projects as requested and directed**
- **Assist with events and functions**

You will be expected to maintain close working relationships and excellent communication with all staff members and the business community. The ability to self-manage, be organised, and focus on work with minimal supervision are essential. You will need to pay attention to detail. Getting along with the RDA team is really important to you and to us. Maintaining confidentiality of RDA business and the business of its clients is critical.

The role is based at RDA offices in Tanunda however you may be required to attend other sites within the Barossa Light Gawler and Adelaide Plains region from time to time.