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ON-THE-JOB OFFICE TRAINEESHIPS

CERTIFICATE II IN BUSINESS &

CERTIFICATE III IN BUSINESS ADMINISTRATION

“ON-THE-JOB” OFFICE TRAINEESHIPS



Accredited Training is offered for Traineeships in Certificate II & III in Business.

Career BOSS has over 21 years experience in office administration recruitment and temp staff. We understand your needs and are experienced, flexible and can provide relevant customised training to suit your business.

WHY CHOOSE CAREER BOSS

Nobody knows office work like BOSS. You can be confident that the training provided will be relevant to your business. We are committed to increasing the skill level of your staff which will mean greater productivity. Because the training is conducted on the job, your Trainee will not be away from work, saving you time and money.

As a privately run Registered Training Organisation delivering both accredited and non accredited courses to industry and individuals; we are committed to providing quality and effective training.

HOW DO I FIND A GOOD TRAINEE?

Career BOSS can assist with finding your trainee through our Recruitment Service.

We are cost effective and able to source the best people available.



GOVERNMENT INCENTIVES AVAILABLE

Traineeships can attract substantial Government incentives if implemented within the first 3 months of employment. Ask us for further details



**PLEASE CONTACT US TO DISCUSS
HOW WE CAN HELP YOU GET THE
MOST OUT OF YOUR TRAINING**