

# SUNSHINE SUGAR TRAINEESHIP 2025

## Administration

### Harwood Mill



At Sunshine Sugar our traineeship program trains people to become qualified in a particular area of the business. Upon completion, you will receive a nationally recognised trade certificate. We provide a structured traineeship process, supported by theory components through local TAFE.

As a Sunshine Sugar administration trainee, your on-the-job training will take place within our mill. You will gain experience in a variety of tasks as you are mentored by one of our qualified and experienced professionals. You also receive guidance to develop your personal workplace skills which will broaden your career opportunities in the future.

#### **What we are looking for:**

- Recent completion of HSC or School Certificate
- A desire to start a career in business administration
- Basic computer literacy skills
- Good communication and interpersonal skills
- Strong work ethic
- A 'can do' and proactive attitude toward work
- Ability to accept direction and work unsupervised
- Ability to commit to a 12 month traineeship

#### **How to apply:**

To be considered for this position, please email your resume and cover letter outlining your suitability for the role to [jobs@sunshinesugar.com.au](mailto:jobs@sunshinesugar.com.au)

**Applications close 8 December 2024.**

The successful candidate will be required to complete aptitude testing & a pre-employment medical including hearing test, alcohol & drug screening.