

The background of the entire page is a complex geometric pattern of overlapping triangles and polygons in various shades of blue, from light cyan to dark navy. The pattern is most prominent in the lower half of the page, where it frames the logo.

Lincoln's

BEYOND NUMB3RS

STYLE GUIDE

2024 Gap Year Student Opportunity



About the role

The 'Gap Year Student' position at Lincolns is a fantastic opportunity for a student who would like to work for a year after completing Year 12 and before commencing studies at University or TAFE.

You don't need to be pursuing a future career in accounting to be suitable for this role. We've had gap year students go on to study medicine, teaching, vet science, marketing and a whole range of other career paths.

This role can be in the form of a traineeship where you would complete a Certificate III in Business. This traineeship is undertaken during working hours.

You will need a current WA driving licence and a car for this position.

A full position description is in this pack.

What's in it for you

Our Gap Year programme has an amazing reputation and we are proud to have played a role in the development of local young people over the years.

Previous gap year students have told us that some of the best things they have taken away from their year with us is the insight into working in a professional environment, developing new skills and learning how to conduct themselves in the workplace.

How to apply

Your application must contain a **cover letter** and a **typed resume**. Applications are to be sent by one of these methods:

By email	By post	By hand
careers@lincolns.com.au	Lincolns BEYOND NUMB3RS PO Box 494 ALBANY WA 6331	Lincolns BEYOND NUMB3RS 70 -74 Frederick Street ALBANY WA 6330

Applications close on **30 November 2023**.

This role is for 12 months. The date for commencement of employment will be **early- to mid-January 2024**, ending in January 2025 on a date to be agreed.

Queries

Should you have any queries, please contact us on 9841 1200.

Position title:	Gap Year Role
Reporting to	Office Manager
Date created:	15 September 2023
Lincolns purpose	To do what's best for our people – our team, our clients and our community
Lincolns vision:	To connect, inspire, share and grow our people
Lincolns values	Respect and Excellence

Position Summary

The Gap Year Student is responsible for junior office duties and supporting the Lincolns team. General administrative duties are the key component of this role along with maintaining the staff kitchen and other office duties as needed. The Gap Year Student is responsible for ensuring all tasks are completed accurately, delivered with high quality and in a timely manner. The position incorporates a large amount of on-the-job learning and coaching.

Key Responsibilities

- Kitchens - maintain the staff kitchens to ensure that they are always stocked adequately, clean and tidy, clean and maintain the coffee machines, wash dishes used in client meetings.
- Shopping – shop for kitchen and office consumables and put shopping away when delivered.
- Printers - maintain supplies for the printers, fill photocopiers with paper daily
- Stationery – maintain adequate supplies of stationery, order stationery, keep stationery supplies organised and tidy
- Scanning – tax workpaper and various scanning
- Archiving – archiving documents and managing retrieval of archive boxes from the storage facility as required
- Inward mail – processing, registering and distributing all inward mail
- Outward mail – registering and preparing all outward mail ready for collection by Australia Post
- Client parcels - prepare client parcels for the post
- Banking – bank cheques and cash
- Professional Development (PD) catering – order and set up catering for our monthly PD training sessions, clear up kitchen and return any equipment to the caterer

- Birthday/team morning teas – purchase and arrange circulation of birthday coffee vouchers for the team, coordinate morning team birthday and other celebratory morning teas, collect and purchase catering, set up and clear up when complete
- Administration support for Professional Development sessions
- Deliveries and pickups around town as needed
- Assist our Support team with support tasks as needed
- General office duties as required, eg adhoc administrative tasks from the team as requested
- Any other duties as required

Key Outcomes and performance indicators

- Kitchens:
 - Cleaned daily
 - Client dishes washed within 30 minutes of the completion of meetings and events
 - Coffee machine cleaned daily
- Printers
 - Paper supplies continually maintained at each printer
 - Paper trays filled at the end of each day
- Other
 - Support tasks completed as per specified and agreed timeframe

Qualifications and Competencies

Skills and knowledge

- Completion of Year 12
- Typing and data entry skills
- Attention to detail
- Understanding of computers and applications such as Excel, Outlook, Word
- A good understanding of team work skills
- The ability to prioritise tasks
- Effective time management and the ability to move seamlessly between different tasks
- Current WA driving licence and a vehicle

Experience

Position Description



- Experience in a part-time role whilst at school is desirable