

FIELD ENGINEERS · CAREERS

Office Administration Trainee

Full-time career opportunity · Certificate III or IV in Business

Interested in office administration and business? Want to combine work with a recognised qualification? Prefer practical, on-the-job training? Want to start building a career from day one?

Your opportunity at FIELD

Finishing school and thinking about what comes next? Our Office Administration Traineeship gives you the opportunity to start your career, gain practical experience and complete a Certificate III or IV in Business.

Learn by doing

This isn't a role where you'll sit back and watch. You will be part of the team, taking on real responsibilities and building practical skills as you go.

You'll:

- be the first points of contact for clients and visitors
- create and format professional documents
- help keep the office organised and running smoothly
- work alongside our administration and finance teams
- take on new tasks and responsibilities as your skills grow.

Is this the job for you?

The most important things you can bring are a positive attitude, initiative and a willingness to learn. You'll also need to:

- be genuinely interested in office administration
- be confident talking to clients, visitors and the FIELD team
- be reliable, organised and resourceful
- be comfortable using Microsoft 365
- take pride in doing things properly and paying attention to detail
- be committed to completing your traineeship qualification.

Customer service or similar work experience would be an advantage.

Where can a traineeship take you?

"I learnt so much during my business course and have continued to learn since. If you're keen for a career in administration, I'd recommend the traineeship. My confidence and skills have definitely grown over my time at FIELD."

Samantha Miller, Lead Administrator



After a gap year, Samantha joined FIELD as a trainee in 2019. Starting on reception, she progressed through general administration and accounts before stepping up to Lead Administrator.

Interested? Here's how to apply.

Apply via our website:
FIELD - Current Opportunities
Upload your resume and a covering letter telling us why you are interested in this traineeship.
Applications close Monday 9th November 2026.

Would you like to know more?

Contact:
Moyea Maclean, HR Manager on 0428 946 458; or visit
FIELD - Careers