



## **Business Trainee Position (Melbourne)**

- **Do you want to work in a diverse and dynamic environment?**
- **Want to join an organisation that is a leading innovator in the waste management industry?**
- **Are you interested in gaining a practical knowledge of logistics, systems development, depot management, contract management and project management?**
- **Have you got the drive to play a role in leading our business into the future?**

We are an Australian, family-owned business with a dynamic attitude that values our people, their safety and the environment. Recognised as innovative leaders in waste management, we deliver quality in customer service, corporate social responsibility, and a workplace culture where people choose to stay.

**Who are you?** You have an interest in understanding the waste industry from the ground up and are prepared to travel the eastern seaboard to gain experience. You are practical, pragmatic, not afraid of getting your hands dirty and enjoy a challenge. You have tertiary qualifications in logistics, engineering, business or science and will be initially based out of our Dandenong depot.

**What are your rewards?** You will be afforded the experience of a Graduate Program like no other – receiving training and insight in order to join the dynamic ranks of future leaders of the company. The strong belief that good managers know their business from the ground up will resonate throughout your training, providing a healthy balance between hands on experiences and intellectual work.

**Position description:** For a copy of the Position Description log on to [www.jjrichards.com.au](http://www.jjrichards.com.au)

If you believe you are the right candidate for this position, please email your application to:  
[careers@jjrichards.com.au](mailto:careers@jjrichards.com.au)

***JJ Richards offers rewarding careers in, Transport, Waste Operations, Workshops and Mechanics, Sales, Materials Recovery, Science, IT, Finance, Engineering, Environment, Management, Administration, HR, Safety, Training, Systems Management, and Transfer, Treatment and Landfill Facilities. Start your new career today!***

**POSITION TITLE:** Business Trainee

**LOCATION:** Melbourne

**REPORTING RELATIONSHIPS:** Responsible to: Director/Assigned Manager  
 Responsible for: Designated Tasks

### PURPOSE OF POSITION

J.J. Richards & Sons Leadership Development Program provides graduates an opportunity to develop core business skills as a Business Trainee.

This pathway is designed to identify strengths and areas for improvement for the Business Trainee, to ensure they have the necessary skills and competencies to progress into other roles, if they become available, whilst ensuring an understanding of J.J. Richards' policy and process.

### QUALIFICATIONS/ABILITIES/EXPERIENCE

- Year 12 Certificate (minimum)
- Tertiary Degree in Business, Science or Engineering
- In the absence of a tertiary qualification; prior management experience in a similar and relevant field may be sufficient

### RESPONSIBILITIES

The key areas of responsibility are summarised below.

#### 1. Safety Environment and Quality

- Meet all safety, environment and quality requirements as set out in the Company Induction and General Induction Handbook and comply with all company Work Procedures and Standard Work Instructions.
- Your individual safety is to take precedence over all other matters in regard to fulfilling your role.
- Ensure safety issues and incidents are reported and addressed.

#### 2. Primary Duties

Business Trainees complete modules relating to specific areas of the business, including:

##### ***Module 1 – Workshop***

- Work as Trades Assistant to workshop staff
- Perform all duties as per direction of Workshop Manager or direct Supervisor.
- Become familiar with workshop procedures, housekeeping and OHS&E.
- Gain familiarity with JJR vehicles.

##### ***Module 2 – Driver and Operator Functions***

Hands on experience working with drivers and operational staff in a Depot as nominated by the Director or Qld Regional Manager, including:

- Complete all Driver Induction modules (JJR Web Training).
- Gain experience in each of the following trucks;
  - Solo (Kerbside); OHL (Front Lift); Rear Loader; RoRo (Hook Lift); Vacuum Pump and Crane Trucks.
- This experience includes driver training to attain a Heavy Rigid (HR) truck licence.

**Module 3 – Administrative Functions**

Gain knowledge in specified areas of administration including:

- Payroll; Insurance; Tendering; Finance; Customer Service and IMS Sections.

**Module 4 – Management Experience**

Perform Depot Manager related administrative functions in a Depot as nominated by the Director or Qld Regional Manager, including:

- Routes; Breakdown coordination; Staff rostering; Payroll; Requisitions/Ordering; Customer liaison/complaints; Employee queries; IMS requirements; Team Briefs/Communication sessions

**Module 5 – Specialty Areas**

Perform duties within specialty areas of the business, including:

- Sales / Business Development
- Productivity review project for a facility or area
- Risk management review project for an area
- Cost control project for a facility or area
- Assisting with an internal IMS audit and findings report

**3. Work Values/Skills**

- Self starter who manages their time effectively.
- Passionate about achieving an end outcome.
- Maintain the current standard of work and strive for continuous improvement of the quality of our services.
- Ensure that the service to the customer is of the highest standard, and that any customer request or complaint is dealt with promptly and in accordance with company procedures.
- Act in a genuine, honest and responsible manner.
- Flexible and able to adapt easily to completing new tasks.
- Achieve results through effective management of people.