## EMPLOYER PROFILE

### Motor Traders Association of NSW

**Business Services**

### Primary Contact
Nicole Patten

### Position
Human Resources Officer

### Phone 1
9016 9000

### Phone 2

### Mobile

### Web Site
www.mtansw.com.au

### Business Address
214 Parramatta Road
BURWOOD

### Attendance Details
Hours: 9am - 5pm. Report to reception at 9am. Hours have been set by the host employer to ensure supervision and suitable duties. Days / hours are not negotiable without prior approval by teacher.

### Tasks & Duties
Assist with reception, answer phone, general office duties for example data entry, filing, faxing, collating, creating documents, photocopying and document processing

### Requirements
STUDENT MUST CONTACT EMPLOYER 1 WEEK PRIOR TO CONFIRM ALL DETAILS ie. HOURS, CLOTHING REQUIREMENTS. TAKE JOURNAL AND WEAR NAME BADGE.

### Dress Requirements
Smart business attire. No denim or lycra. Closed in shoes. Neat hair, conservative jewellery and make-up.

### Work Safety

### Additional Information