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Office of Industry Liaison
Thebarton Campus

INDUSTRY PLACEMENT



Are you an undergraduate seeking **paid** industry experience, studying a Bachelor of Business Information Technology and/or Commerce Management degree?

About Project Plus

The program places undergraduates and honours students with a company under a collaborative agreement to carry out a project whilst studying. The project is usually an assessable part of the students academic program and can cover a period of 3 to 9 months. The program has a dual mission, to enhance students skills through relevant real-world projects in research development and to profit industry through, expertise transfer, innovation and development.

Industry Sponsored Organisation

Specialised, coaching and mentoring service and products to the engineering, technology and technical industries around Australia. bigFEAT develop business strategies, structure systems and people. Specialises in helping business solve challenges whilst implementing sustainable outcomes, providing total strategic solutions.

Student Benefits

- Receipt of stipend scholarship payments for project activities based @ **\$150.00 per day**
- Links with a company to gain valuable industry experience
- Enhancement of skills through relevant real-world project
- Development of links with a company

Project Title & Number: PP06/07

Business Administration Systemisation Project

Objective

The objective is to:

- Undertake the day to day business Administration and systemize it so efficiency and effectiveness is improved.

The desired outcomes are:

- Improved response time to client inquiries
- Completed business administration manual
- Shorter lead time on delivery of services

PASSION

FOCUS

GOALS

POSSIBILITIES

BELIEVE

ACHIEVE

Project Specification & Timetable

Tasks Required include:

- Create procedures for the business administrative processes
- Manage website content
- Organise logistics for workshops, meetings and mentoring
- Research new products and services
- Receipt and processing of supplier invoices
- Preparation, submission and follow up of client invoices
- Communicate with Suppliers for purchasing and delivery of products/services
- File management
- Preparation of letters, mail and postage
- Updating Job management system
- Updating documents
- MYOB data entry and reporting (not essential)

The overall project timeframe is expected at 6 months to 1 year. This will be determined by progress achieved against the objectives, timing suitability for both parties, skills and alignment of the person selected. Initially there is work for 12+ hours per week at flexible times commencing December 2007.

Personal Requirements

- Solid understanding of Microsoft Office Software
- Understanding of MYOB a bonus
- Enthusiastic, wanting to learn & share knowledge
- Enthusiasm for enjoying work and a desire to learn and develop with the company
- Genuine care for others
- Keen to make a positive difference
- Enjoy working with people and equally happy working without supervision
- High initiative, strong time management skills
- Well developed communication & English language skills
- High level computer skills

Academic Qualifications

- Studying at a minimum of 3rd or 4th year level.

Location & Contact Person

- Big FEAT Coaching Thebarton office
- Contact is Tim James, m: 0409939063 and e: tim@bigfeatcoaching.com.au

How to Apply?

Interested candidates should submit their current resume by email to tania.johnson@adelaide.edu.au immediately or further information please contact on 83034467