

Administration Assistant at Becon Constructions (Aust) Job Description



Becon Constructions (Aust) in Hallam Victoria is looking for a person with Down syndrome to work as an **Administration Assistant**.

This Job Description has information about the company, job and how you can apply.



Becon Constructions is a building company.

They build large buildings for businesses, like apartments, hotels and schools.



Becon Constructions is a family business.

The people working at Becon Constructions have been there for a long time.



Becon Constructions has a workplace that is

- Fair
- Safe
- Caring
- Fun

What is the Job?



The Administration Assistant will work with the Manager in the office



Some jobs might be:

- Make sure there is printing paper
- Cleaning the kitchen
- Refilling the tea and coffee



You will also do some work in the warehouse.

Some jobs might be:

- Making deliveries
- General cleaning
- Cleaning equipment



This is a paid position.

It is a **Part Time Job** and you will be paid for the hours you work.

About Me



Here are the skills you need for the job:

- You have Down syndrome.
- You are 18 years or older.
- You can work as part of a team.
- You enjoy talking to lots of people.
- You would like to learn about:
 - Working in an office
 - Working in a warehouse
 - Making deliveries
- You like to have fun at work!



How to Apply



Send an email to Madison
madisonk@dsav.asn.au

Answer these 3 questions:



- Why do you want to work at Becon Constructions?
- What are your top 3 skills?
- Tell me your best joke!



You need to apply for this job before
the 8th of November



If you have any questions you can ask Madison.
Madisonk@dsav.asn.au