

**CAN YOU OFFER YEAR 11 & 12 STUDENTS AN
EXPERIENCE IN ONE OR MORE OF THE
FOLLOWING DUTIES?**

FINANCIAL SERVICES

- ✓ Data entry and spreadsheet use
- ✓ General admin duties
- ✓ Customer service
- ✓ Scanning, emailing, mailing and faxing
- ✓ Uploading documents into system/database
- ✓ Answering phones and taking messages



The student/s come to you when YOU want, they are committed to 35 hours over one full-time week.

It's FREE and students are covered by all the relevant insurances!
Students are completing a Certificate II in Financial Services.

GET IN TOUCH:

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mwlp
linking youth