

JOB DESCRIPTION

Title	Administrative Assistant
Duration of Occupational	19 weeks
Work Hours	9.00 AM - 5.30 PM
Commencement Date	18 Aug 03 (TBC)
Location	Restaurant CA Victoria Melbourne VIC 3000
Supervised by	Ms Wendy J.

Benefits/Activities

- Gain work experience in a corporate environment with a strong management focus on tourism and hospitality.
- Opportunity to enhance tourism and hospitality management skills
- Improve verbal and written English skills
- Obtain knowledge of the tourism/hospitality industry in Victoria/Australia
- Obtain experience in dealing with the restaurants, catering and tourism industry

Schedule and Program of Occupational Training for Julia S.

Company	Restaurant CA Victoria
Name of Student	Julia S.
University	University of Applied Science, Munch GERMANY
Qualification	Bachelor of Business - Tourism Management
Start Training	18 Aug 03 (TBC)
Duration	19 weeks
Purpose	Practical work experience for Degree

Special Skills to be acquired

Familiarisation with methods and practices in the tourism and hospitality industry in Victoria and Australia

Benefits for the student

The student will gain first hand experience with an Australian organisation.

The student will have insight into the workings and procedures of an Australian hospitality and tourism organisation

The student will converse, write and read exclusively in English and has the opportunity to improve language skills in Business and technical English.

Of considerable benefit will be the cross-cultural communication and exchange of procedures, systems and methods.

The proposed training for Julia S. does not involve employment and will not replace Australian employees with in Restaurant CA Victoria.

Ms Wendy J.
Chief Executive Officer

22 May 2003

Attached:

Detailed Job Description