

Training Administrator

Randstad • Townsville QLD



Base pay

\$75,000 - \$76,000



Work type

Full Time



Contract type

Not provided

Job details



Date posted

07 May 2021



Expired On

09 Jun 2021



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$75,000 - \$76,000



Work type

Full Time



Job mode

Permanent

Full job description

Randstad is currently recruiting a Training Administrator for a leading RTO/Training provider based in Townsville. This role would suit some from a strong administrative/compliance background who is willing to learn new systems and progress in a fast-growing RTO based in the Bohle Industrial estate.

Responsibilities:

1. Ensure that the RTO complies with the Standards for RTOs across all of its operations and in all of its training/assessment activities, including those undertaken by other persons or bodies on its behalf.
2. Manage a(student management system) from the initial stages of data entry; creating and verifying student USI's; taking course bookings and enrolment process; communication and correspondence; issuance of statements; management of trainer competency; quality management; and reporting.
3. Organise training correspondence and prepare training material for upcoming bookings.
4. Provide secretarial services including answering telephone/emails enquires and sending out required information to the potential clients and students, checking, sorting and distributing files and documentation.
5. Keep records, manage data files, update information, run routine reports and maintain a record of clients and students.
6. Preparation of certificates for students upon course completion.

Essential Qualifications / Experience:

? Current Drivers Licence.

? Minimum 3 years experience in a similar role with general administrative duties and compliance.

? Sound knowledge and understanding of the Standards for RTOs.

? Proven experience and sound knowledge of a variety of software packages such as Microsoft

Office, Adobe, MYOB / Xero and Student Management System/s, preferably aXcelerate.

Interested? email Cormac.dardis@randstad.com.au or press apply button

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.