

Training Administrator

STEPS Staffing Solutions • All Cairns QLD

 **Not provided**

 **Work type**
Full Time

 **Contract type**
Permanent


Job details

 **Date posted**
18 Jun 2021

 **Expired On**
13 Jul 2021

 **Category**
Education, Training & Childcare

 **Occupation**
Other

 **Base pay**
Not provided

 **Contract type**
Permanent

 **Work type**
Full Time

 **Job mode**
Standard/Business hours

 **Industry**
HUMAN RESOURCE

Sector
PRIVATE BUSINESS
NOT FOR PROFIT / CHARITY

 **Work Authorisation**
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

 **Company size**
1 to 10

Perks

SALARY SACRIFICE

TRAINING

Skills

MICROSOFT OFFICE

ADMINISTRATIVE SUPPORT

TYPING

Full job description

STEPS Group is a National Not for Profit organisation passionate about empowering individuals and communities through their commitment to making a difference by providing opportunity. An exciting opportunity has become available for an experienced Training Administrator to join their team in Cairns.

The Position

Providing day to day administration of operational and customer service activities for delegated training programs to meet the overall program objectives and contractual requirements.

Responsibilities

- Coordinate day-to-day administrative aspects of training programs and customer service requirements
- Deliver a high standard of customer service to internal and external customers
- Accurately record data within required timeframes into reporting systems
- Gain and maintain knowledge and expertise across all administrative processes, equipment and resources
- Maintain the relevant record keeping systems for a range of training

programs

The Successful Applicant

- Relevant qualifications and/or industry experience in Education and Training to the equivalent of a Certificate III in Business Administration is desirable
- Demonstrated attention to detail, time management and administration skills that deliver accurate and reliable data entry and administrative support
- Proven communication and interpersonal skills, demonstrating the ability to build effective relationships in order to deliver RTO administrative support
- Advanced knowledge of Microsoft office suite, familiarity with data bases (preferably Student Management Systems) and accurate typing and data entry skills

Culture and Benefits

- A diverse organisation that values people who bring vision and passion to their roles
- Charismatic, flexible and supportive team environment
- Generous package with NFP salary sacrifice packaging

If you feel you hold the right experience and skills, please apply now for immediate consideration.

STEPS Group is an Equal Opportunity Employer.

Aboriginal and Torres Strait Islanders are encouraged to apply.

Only applicants with the right to work in Australia will be considered for this role