



RESOURCE ADMINISTRATOR

About us

Daisy Learning is a locally owned Registered Training Organisation with a solid reputation for providing quality training on the Sunshine Coast and Gympie.

Requirements

We are looking for a self-motivated Resource Administrator whose primary responsibility will be ensuring training, marketing and administration resources are maintained and available as required. Other duties include reception, assisting with student administration and providing support for the CEO as required. This is a full-time position.

Must have

- Ability to work as part of a team in line with our core values
<http://daisylearning.com.au/about-us/>
- Flexible, responsive and helpful approach
- Previous office/administration experience
- High level of computer literacy
- High level of proficiency in MS Office suite, including MS Word, MS Excel
- Highly organised and efficient with attention to detail
- Well-developed verbal and written communication skills
- Customer focused approach

Would be nice to have

- Understanding of ASQA Standards for Registered Training Organisations
- Knowledge of VET industry requirements and regulations
- Knowledge of RTO state and federal government funding programs

Interested?

Send you resume/CV to ruth@daisylearning.com.au or contact Ruth Noordijk 0400 656 241 for a private and confidential discussion

