

STUDENT 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.

About the job

Your primary responsibility will be providing support and assistance to students while completing related administration tasks from the initial enquiry stage, through enrolment, during training, issuance of certificate of qualification and beyond. 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
- Proficient in MS office and MS excel.
- Highly organised and able to manage priorities and juggle multiple tasks.
- Can work efficiently while maintaining attention to detail.
- Customer focused approach and ability to create a warm, welcoming environment.
- Well-developed verbal and written communication skills.

Would be nice to have

- Previous experience working in an RTO
- 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



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