

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 responsibilities will be to maintain and ensure student records are accurate and meet compliance throughout all stages of progress, and to assist with providing support and assistance to students from enquiry to completion.

This is a full-time position.

Requirements:

- Previous RTO experience including knowledge of student management software systems.
- Knowledge of ASQA and DESBT standards, policies and procedures and evidence requirements.
- Ability to work as part of a team in line with our core values
<http://daisylearning.com.au/about-us/>
- Can work in an organised, efficient manner while maintaining high level attention to detail.
- Flexible, responsive and helpful approach
- Excellent written and verbal communication skills
- Customer focused approach and ability to create a warm, welcoming environment.
- Medium level computer literacy and understanding, including use of MS Office Word, Excel and Teams, also Xero and Google Calendar.
- Well-developed verbal and written communication skills.

Interested?

Send your resume/CV via our website <https://daisylearning.com.au/employment-opportunities/> or directly to ruth@daisylearning.com.au or contact Ruth Noordijk 0400 656 241 for a private and confidential discussion



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