

Training and Employment Receptionist

The Training and Employment Receptionist will undertake a range of administration duties to support the MTA in the Registered Training and Group Training Organisations (RTO / GTO).

- Full training provided
- A full-time role
- Join an organisation with a growing team culture

About Us:

The Motor Trade Association Training and Employment Centre is the peak training organisation for the automotive industry, training 1100 apprentices and trainees. We have an excellent reputation as both a Registered Training Organisation (RTO) and a Group Training Organisation (GTO) within the Motor Industry.

We deliver nationally accredited training to both apprentices and automotive technicians in a range of qualifications under the VET Quality Framework. We also employ over 400 apprentices through our GTO.

About the Position:

The Training and Employment Receptionist role is a great opportunity for someone looking for a career in reception/ administration. You will be provided support and training to get you started. This role entails a varied range of reception tasks, and you will play a vital role in the Training and Employment Team at our Royal Park office. You will be on the front line, our first point of customer interaction, taking in-bound and out-bound phone calls and attending to student and visitor enquiries.

Position Responsibilities

- Answering customer enquiries via telephone, email, and in-person
- Making phone calls to stakeholders, including employers and students
- Following MTA processes and policies
- Providing a high level of customer service to both internal and external customers
- Updating learner details, record attendance and results
- Maintenance of accurate student data
- Provide general administrative support to our Training and Employment Team
- Any other adhoc duties as required

Qualifications, Skills and Experience

- Intermediate level skills in Microsoft Office suite of products (Outlook, Teams, Word, Excel, Share Point)
- Excellent problem-solving skills and use of initiative
- Excellent communication and interpersonal skills
- A positive attitude, reliable work ethic and willingness to learn
- Hold a current National Police Clearance and Working with Children Check or willing to obtain

What we can offer you

- Unlimited secure onsite parking available
- A Corporate uniform provided
- Competitive wages
- An energetic and engaging culture
- Continuous training and development
- Reward and recognition program
- Regular team building activities
- Employee Assistance Program
- Annual Flu Vaccination

How to Apply:

Please press 'apply now' and upload your application as one document with a resume and cover letter to 'RESUME'.

If you would like to discuss the role further, please contact Debb Cann **on [0439307622](tel:0439307622)**.

Only shortlisted candidates will be contacted. No recruitment agencies please.

The MTA encourages diversity and encourages applicants from all backgrounds to apply.