

## **Training and Employment Administrator (RTO / GTO)**

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

- Opportunity for an experienced RTO / GTO administrator to join our team
- 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 Administrator role is a great opportunity for someone with administrative experience in RTO's and/ or GTO's to build on their current skill set and try something new.

You will be provided support and training to get you started. The role entails a varied range of administrative tasks, and you will play a vital role in the Training and Employment Team at our Royal Park office. This role is ideal for someone who has thorough attention to detail and accuracy and is a proactive team player.

### **Position Responsibilities**

- Answering customer enquiries via telephone, email, and in-person
- Following MTA processes to ensure efficiency and quality for the Training and Employment Team
- Ensuring accurate maintenance and updates of our systems, including VETtrak
- 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
- High level of attention to detail

## **Qualifications, Skills and Experience**

- 1-2 years of demonstrated experience in a similar role
- RTO or GTO experience
- High attention to detail and accuracy
- 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
- Attractive base salary
- An energetic and engaging culture
- Continuous training and development
- Long term career development opportunities
- 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 [Joanne Jacobs on 8241 0522](#).

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

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