



Administration Officer

The Motor Trade Association (MTA) Training and Employment Centre has an excellent reputation in employing and training apprentices in the the thriving motor industry.

The MTA GTO is the largest Group Training Organisation in South Australia employing nearly 500 apprentices hosted in automotive businesses across South Australia.

We are seeking a motivated and enthusiastic person to join our GTO team at Royal Park in this full-time permanent position.

Key responsibilities of the role include:

- Maintaining accurate data, reporting and correspondence.
- Submitting financial claims
- Undertaking administrative tasks.
- Providing accurate information regarding the MTA's GTO services to MTA stakeholders.
- Contributing to administrative compliance and quality assurance in line with the regulatory bodies' requirements, legislation and MTA policies.
- Ensuring continuous improvement.
- General administration.

If you have the following experience and qualities we encourage you to apply:

- Administrative experience.
- Strong customer service skills.
- Cert III Business Administration or higher, or equivalent experience.
- Excellent communication, interpersonal and relationship-building skills.
- Attention to detail, accuracy and efficiency.
- Fast and accurate data entry.
- Organisation and time management skills.
- Solution-oriented with a high level of initiative.
- A proactive team player.
- A flexible and sound work ethic.
- Relevant IT skills, including Microsoft suite.
- Working knowledge of the Group Training and/or Vocational Education & Training sectors, compliance knowledge and an understanding of the relevant standards, frameworks and legislation or the ability to learn these quickly.

- Experience with JobReady, CHIP, IMIS and/or VETA software is desirable, but not essential.

A full job description is available at www.mtasant.com.au/careers

If you would like to discuss the role further please contact Jason Polgreen, General Manager Apprentice Employment Services, on 0427 396 007.

If you are looking for a new opportunity and are motivated to succeed, please apply by submitting a covering letter, which addresses the above criteria, and a resume online by selecting 'apply now'.

We encourage you to apply as early as possible as applications will be reviewed as we received them.

The successful candidate will be required to undergo a DCSI Working with Children Check and National Criminal History Check.

The MTA is an Equal Opportunity Employer