

## Registered Training Organisation Administration Officer (Part-Time)

Lady Gowrie Tasmania is a community-based not for profit organisation, providing a range of services for children, families and education and care professionals within Tasmania.

Lady Gowrie Tasmania Inc. Trading as Gowrie Training & Consulting has an opportunity for an RTO experienced Administration Officer to undertake high level administration tasks in a growing and dynamic Registered Training Organisation (RTO) environment.

### WHY WORK FOR LADY GOWRIE TASMANIA?

- Lady Gowrie Tasmania is a not-for-profit organisation
- Lady Gowrie Tasmania can offer salary packaging up to \$15,990K
- Paid parental leave
- Career pathway opportunities
- Discount for employees' children who access Lady Gowrie Tasmania Education and Care services
- Support for the cost of gaining qualifications
- Ongoing professional development to support personal growth and implementation of contemporary practices

### REQUIREMENTS OF THE ROLE:

- Relevant qualification in Business Administration or equivalent experience in a similar role
- Experience in VETtrak would be an advantage but not essential
- Problem solving and time management skills
- Ability to multitask
- Strong attention to detail
- Able to work in a team environment
- Experience using Microsoft Office Suite, Microsoft Teams & electronic record management systems
- Previous experience in Education and/or Early Childhood Education and Care would be an advantage
- A valid Tasmanian Working with Vulnerable People Registration (Child related activity)

Days and hours can be negotiated for the right applicant.

Please email a cover letter and current resume to [peopleandculture@gowrie-tas.com.au](mailto:peopleandculture@gowrie-tas.com.au) or contact Annette Barwick, General Manager, Business Development and Research on [annette.barwick@gowrie-tas.com.au](mailto:annette.barwick@gowrie-tas.com.au) for additional information.

Applications close at 5.00pm on Friday 11th March, 2022.

Lady Gowrie Tasmania - 'Children First'.