



(a division of Hunter Valley Training Company Pty Ltd)

COMPLIANCE AND ADMINISTRATION OFFICER

Hunter-V-Tec is a division of Australia's premier training company Hunter Valley Training Company Pty Ltd and undertakes both Group Training and RTO activities.

We are seeking applications for an experienced RTO Compliance and Administration Officer to work in our busy training centre.

Located in Telarah, the Compliance and Administration Officer will be exposed to a dynamic and progressive training centre that offers diverse and flexible training to suit the needs of the industry.

Responsibilities of the position include:

- Maintenance of student records in accordance with AQTF requirements
- Prepare and dispatch correspondence for courses, apprentices and trainees
- Provide feedback, transcripts and certificates to students
- Complete course claims
- Assist with other administration duties as required.

The successful applicant will need to have experience in RTO compliance, an understanding of AQTF standards, knowledge of the VET system and also have strong communication and problem solving skills

Appointment to this position will be subject to a *Working with Children check*.

Further details may be obtained by contacting Doug Ivins on 4932 4184.

To apply please send your application to jobs@hvtc.com.au.

HVTC is an EEO Employer and provides a smoke free environment.

Safety...Did it, Done it, Doing it Tomorrow!