



(a division of Hunter Valley Training Company Pty Ltd)

Payroll Officer – Group Training

Full time position

Hunter Valley Training Company is Australia's Premier Group Training Company. With its central office located at Maitland, the Company currently has eleven divisional Group Training (GTO) Offices and two Registered Training Organisations (RTO) providing diverse opportunities in employment and vocational training throughout NSW and QLD.

We are seeking applications from experienced Administration personnel who are eager to undertake a varied role with functions including administration and payroll working in our Telarah training centre.

To be successful in this role you will have:

- Experience the processing of payroll, preferably with experience in dealing with multiple awards and varied industrial arrangements
- Strong general administrative skills
- Intermediate to advanced computer skills in Microsoft Word, Excel and Email
- Excellent communication and customer service skills
- Organisational and time management skills in meeting deadlines in a high volume work environment
- Ability to work both independently and as a member within a multi disciplinary team.

Experience in Group Training will be highly regarded however not essential.

Previous applicants will be considered and need not re-apply.

For more information, please contact Doug Ivins on 4932 4184, to apply please send your application to jobs@hvtc.com.au.

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