



Enrolments Officer

About the Role

Tec-NQ is seeking the support of an additional Enrolments Officer to provide support to our organisation. This position is responsible for enrolment processing which includes liaising with relevant stakeholders and ensuring the enrolment paperwork is completed accurately and efficiently. Duties also include providing general administrative support to stakeholders within the organisation. The Enrolments Officer position is a full-time position with the successful applicant having the flexibility to work outside normal business hours as required.

About Tec-NQ

Tec-NQ is an Independent Senior Secondary School and Registered Training Organisation (RTO). Tec-NQ delivers education and training to the Townsville and North Queensland region, including full time apprentice training, on demand industry training, pre-employment programs and school-based apprentice programs. Vocational training is provided across broad industry areas including Construction, Electro-technology, Engineering, Automotive and Information Technology.

Tec-NQ delivers innovative curriculum and training programs that are supported by strong links with industry. As a company, Tec-NQ values safety in the workplace, maintaining high standards of compliance as both an Independent Senior Secondary School and RTO.

Selection Criteria

Essential

1. Intermediate level of computer literacy, preferably the Windows Platform and MS Office Suite
2. Demonstrated experience in Business Administration preferable in an education related field
3. Demonstrated written and verbal communication skills, including the ability to liaise and negotiate with a variety of people
4. The ability to actively participate and work in a team environment
5. Current C-Class Australian Drivers License
6. Queensland 'Blue Card' to work with children, or the eligibility to attain

Apply

If you believe you have the industry experience, skills and qualifications, please submit your resume and cover letter addressing the above selection criteria in an email to Demi Scarfone, Human Resources Advisor.

Forward your resume and response to selection criteria by Sunday 5th May 2019, to:

Demi Scarfone
Human Resources Advisor
07 4779 2199
Email: demi.scarfone@tecnq.com.au