



## Operations Administration Officer (Fixed Term 12 months)

### About Tec-NQ

Tec-NQ is different. We are a registered training organisation (RTO), an independent senior secondary school and an accredited boarding school delivering education and vocational training to the Townsville and North Queensland region, in a work-based training environment.

At Tec-NQ we are extremely passionate about training the next generation of trades and about building a workplace culture where our people feel empowered to make a difference and are excited about what they do! We provide opportunities for professional growth and foster collaboration and camaraderie amongst our team, all the while prioritising the safety of our people and students.

### About the Role

Tec-NQ is seeking the support of an additional Administration Officer (Fixed Term – 12 months) to provide support to our organisation. This position is responsible for providing administrative support for the processing of all documentation in relation to assessments, training letters and records management. The position will be based in Townsville.

### Required Skills

#### Essential

- Demonstrated ability to provide a range of administrative functions
- Demonstrated capacity in the use of the Microsoft Suite
- Experience in working with records and database systems with a high level of attention to detail
- Advanced communication, interpersonal and written skills
- Demonstrated ability to work as an effective member of a team with the capacity to work with limited supervision
- Current C-Class Australian Drivers Licence
- Queensland 'Blue Card' to work with children, or the eligibility to attain
- Evidence of COVID-19 Vaccination or Medical Contraindication exemption (as mandated by the State Government to work in a School setting)

#### Desirable

- Previous administration experience working in a Vocational Education environment
- Previous experience using AVETMISS Compliance Software (eg: VETtrack)

### 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 Stacey Cox, Business Compliance and Projects Manager.

**Forward your resume and response to selection criteria by close of business Friday 17<sup>th</sup> June 2022, to:**

Stacey Cox  
Business Compliance and Projects Manager  
07 4779 2199  
Email: [stacey.cox@tecq.com.au](mailto:stacey.cox@tecq.com.au)