



## ROLE PROFILE – ADMINISTRATION COORDINATOR

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<b>POSITION TITLE</b>	: Administration Coordinator
<b>LOCATION</b>	: Eagle Training Services NT, Alice Springs
<b>RESPONSIBLE TO</b>	: Managing Director
<b>EMPLOYMENT CONDITIONS</b>	: Negotiable + superannuation
<b>RESPONSIBLE FOR</b>	: Nil positions
<b>SPECIAL CONSIDERATIONS</b>	: Current Northern Territory Class C Driver's licence Ability to maintain an NT drivers licence An NT criminal history check may be conducted After hours work may be required Some travel intra and interstate may be required

### **ROLE PROFILE:**

The Administration Coordinator is responsible for a broad range of tasks supporting the administrative efficiency, financial and customer relationship functions of the organisation. The Administration Coordinator manages the day to day administrative functions of office wide databases, systems, processes and procedures. The role also includes administrative support to the management team for budgeting, finance and project support. The successful applicant will be client-focussed and have high level communication and interpersonal skills.

### **Key Responsibilities:**

Contributing to the efficient operation of Eagle Training Services NT by providing office reception, general administrative and clerical support including;

- Providing administrative assistance to the management team including financial reconciliations and data entry
- Manage any administrative improvement initiatives
- Providing a personal and customer focussed front office reception service to all visitors
- Ensuring effective systems and processes are in place for communication throughout the organisation
- Liaising closely with the management team to facilitate communication and coordination of various issues pertinent to the administration of the organisation
- Coordinate the generic email address and website content
- Assist in the organisation of workshops, seminars and conferences



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### SELECTION CRITERIA

#### Essential

- Demonstrated administrative skills with an emphasis on accuracy and attention to detail
- Demonstrated commitment to the implementation and continuous improvement of policies, procedures, structures and systems that deliver quality service
- Well developed interpersonal, communication, and negotiating skills that contribute to effective team processes and build constructive relationships at all levels
- Demonstrated organisational ability and initiative including experience in work planning and prioritising to meet deadlines, often with competing demands
- Demonstrated computing and administrative skills including data entry, word processing and use of Microsoft Excel in developing and maintaining electronic and paper based administrative systems, with a commitment to attention to detail, speed and accuracy

#### Desirable

- Experience or knowledge of Registered Training Organisations
- Experience using accounting software

#### Your next step

If you are interested in working with a dynamic team where your contribution will be valued and suitably rewarded, please forward your written application addressing the selection criteria with your resume of experience to:

Email: [quality@eagletraining.com.au](mailto:quality@eagletraining.com.au)

Or post to:

Quality Manager

Eagle Training Services NT

PO Box 7845

Alice Springs NT 0871