

Training Coordinator

▀ The Role

No 1 day is ever the same! If you're after a varied role, then this is the one for you... The Training Coordinator is responsible for organising and coordinating all of our Public training courses. Some of the activities include:

- ▀ Pre-sales & booking enquiries
- ▀ Student Enrolments
- ▀ Student Support
- ▀ Having a BLAST while working!

▀ What's In It for Me!

- ▀ **Brand NEW office** in the heart of **Parramatta CBD** amongst trendy new eateries and Westfields Parramatta
- ▀ **Work Life Balance** is a MUST. This is non-negotiable.
- ▀ **Flexible Working Days:** We can work around YOUR availability!
- ▀ **Career Progression:** sky's the limit. At ATi you are given every opportunity to grow.
- ▀ **Family Culture:** be part of the ATi Family, your family away from home.

▀ The Company

Australian Training Institute is a privately owned Registered Training Organisation specialising in First Aid training leading the way in a new day and age of training with funky, laid back training venues and the most sophisticated, simulator training equipment. ATi has built a solid reputation over the years delivering a high standard of First Aid training to a vast number of corporate and public clients within the Security, Child Care, Nursing, Aged and Disability Care industries. ATi is not just another RTO, it's a family with a passion for training.

▀ The Essentials

Get your work done and have FUN doing it!

- ▀ Impeccable phone manner and friendly customer service
- ▀ Strong initiative & problem solving skills along with excellent attention to detail
- ▀ Superior written and verbal communication skills
- ▀ Ability to manage priorities and work in a team and autonomously when required
- ▀ Experience with a customer relationship management system & medium level MS Office skills
- ▀ Previous experience working within an RTO (not essential but highly advantageous)

▀ Application Process

ONLY if you tick all the boxes for the above requirements, please apply online via [Training Coordinator Application](#) . You will be required to answer a few short questions and upload a Cover Letter along with your CV or Resume.



AUSTRALIAN
TRAINING INSTITUTE

PO Box 700, Parramatta NSW 2124
ABN 77 130 520 606 **ACN** 130 520 606
P: 1300 716 410 **E:** info@atifirstaid.com
W: australiantraininginstitute.com.au