



POSITION: Business Administration Trainee
DIVISION: Macquarie Employment Training Services (METS)
REPORTS TO: Administration Support Officer
ISSUE DATE: 11 March, 2019

1. POSITION PURPOSE

- 1.1 To provide administrative support in the areas of:
 - 1.1.1 Answering Telephones and taking messages
 - 1.1.2 Data entry and accurate record keeping;
 - 1.1.3 Stock control;
 - 1.1.4 Providing other forms of support that will assist in the delivery of services to students.

2. DUTIES/RESPONSIBILITIES

2.1 Corporate Responsibilities

- 2.1.1 Execute policies and procedures as specified.

2.2 Effective Use of Physical Resources

- 2.2.1 Demonstrate knowledge and appropriate use of software programs provided by the organization.
- 2.2.2 Manage personal use of physical resources so as to minimise cost to the organisation.

2.3 Communication

- 2.3.1 Maintain manual and electronic records in accordance with the relevant and current practices of the organisation.
- 2.3.2 Utilise the most appropriate form of communication in relation to the situation at hand with both internal and external stakeholders.

2.4 Team Involvement

- 2.4.1 Consistently demonstrate a willingness to assist, complement and compliment the work of colleagues.



2.5 Time Management

- 2.5.1 Allocate time appropriately
- 2.5.2 Optimise available time by avoiding duplication of effort.
- 2.5.3 Demonstrate ability to set priorities that reflect effective use of available time.

2.6 Planning, Development and Reporting

- 2.6.1 Prepare reports as requested by your manager.
- 2.6.2 Participate in planning and review meetings as required.
- 2.6.3 Monitor and review the progress and performance against specified objectives and targets, ensuring objectives and targets are met to the required standard. Proactively raise any actual or potential issues with your manager, in a timely fashion.

2.7 Clerical Support.

- 2.7.1 Receive, dispatch and document incoming and outgoing mail as required
- 2.7.2 Preparation and distribution of documents.
- 2.7.3 Answering telephones, Taking and distribution of messages.
- 2.7.4 Filing, faxing, photocopying and scanning of documents.

2.8 Support of RTO Staff

- 2.8.1 Enrolment and Induction details of all new learners are checked and put into physical files and relevant databases/spreadsheets of the day.
- 2.8.2 Receiving payments from or on behalf of students and recording such payments in accordance with the current process.
- 2.8.3 Relevant documents for the assessment and monitoring of learner's training are checked that they have been completed correctly and filed in the learner's physical file.
- 2.8.4 Relevant documents for the completion of learner's training are checked that they have been completed correctly and filed in the learner's physical file.
- 2.8.5 Scans into electronic file learner's file once completed or withdrawn from training. Archive learner's file once completed or withdrawn.
- 2.8.6 Create Qualification and Statements via the use of prevailing data system of the time.
- 2.8.7 Check the information on Qualifications and Statements is correct against learner files.
- 2.8.8 Provides authorised officer with Qualifications and Statements for signing.
- 2.8.9 Create induction packs and resource discs.



Job Description
METS
Business Administration Trainee

I, the undersigned, have read, understood and agree to the duties of Business Administration Trainee as contained in this job description.

Printed Name

Signature

Date