



Office Manager Role

Seafood and Maritime Training (SMT) is an award winning industry owned not for profit training organisation (RTO) that has been servicing the Tasmanian Seafood and Maritime Industries for 30 years. SMT offers courses state wide with 1600 enrolments each year.

The Office Manager position with SMT, is a new position and will be responsible for organising, coordinating and managing administrative workflow for all SMT services. SMT has grown with the expansion of the Tasmania Seafood Industry over the past 10 years and is now looking for the right person to help us to continue this growth.

The Office Manager will be responsible for 5 Course Administrators and will report to the RTO Manager under the broad direction of the CEO. The Office Manager will work with the Training Officers, Compliance Officer and Trainers to ensure SMT's services are delivered to the highest standard.

The person we are looking for must meet and address the following selection criteria:

- Experience leading and managing work teams with the ability to exercise initiative
- High level of interpersonal and communication skills with the capacity to interact and liaise effectively with staff at all levels
- Sound experience in meeting client needs

It is also desirable that the person has:

- Knowledge of RTO functions
- Knowledge of student management systems
- Experience with accounting software
- Certificate IV in Training and Assessment TAE40110 or equivalent

The Office Manager position will be responsible for:

- Managing and coordinating office processes;
- Managing course preparation, administration and completion functions; and
- Managing and reporting on office staff performance

The position will be Hobart based. Please feel free to contact James Garde at SMT to make an appointment to discuss the details of this position.

Applications should include a Cover Letter, current CV and a statement addressing the selection criteria and sent to jamesg@smt.edu.au Applications close on Monday 1st October 2018

Remuneration: Salary package range from \$88,000 to \$100,000 (including benefits and super)