



Group Training Organisation Manager

RAW Recruitment and Services

About the business

RAW Recruitment and Services specialise in casual labour and recruitment across the civil and construction industry.

Due to business growth, we are currently looking for a talented individual to join our friendly team as a Group Training Organisation Manager.

About the role

Reporting to the Operations Manager, we are seeking a Group Training Organisation Manager to undertake work developing sustainable markets, hosts and strategies for the placement of apprentices and trainees, and servicing business partners of RAW Recruitment and Services.

As a Group Training Organisation Manager, you will be responsible for:

- Building long term relationships and partnerships with industry partners
- Marketing group training services to potential customers
- Providing continuous contact between apprentices/trainees and host employers
- Recruit and induct apprentices, trainees and other employees for host placements
- Conduct monitoring visits and WHS training
- Monitor RTO/TAFE performance and progression

Essential criteria

- Certificate IV qualification in related field and/or equivalent relevant experience
- Practical experience in business development – marketing or sales position
- Demonstrated effective communication and interpersonal skills (both oral and written)
- Ability to meet deadlines and achieve established targets/objectives
- Current Driver's Licence

Desirable criteria

- Understanding of the Apprenticeship and Traineeship system
- Working knowledge of statutory and regulatory requirements relevant to the employment of Australian Apprentices
- Knowledge of the role of the organisation, its structure and services
- Basic knowledge and experience using the Microsoft Office suite of applications (in particular Word, Excel, Outlook)

Personal Attributes

- Ability to communicate effectively with a wide range of clients and client groups
- Ability to show empathy when dealing with clients
- Negotiation skills
- Excellent planning and organisational/time management skills with ability to prioritise important tasks
- Ability to be flexible and adaptable in a changing environment
- A high stand of personal presentation

Benefits

- Attractive remuneration package
- Maintained company vehicle
- Business mobile phone

The role is available for an immediate start and initial interviews will begin as soon as possible.

****Aboriginal and Torres Strait Islanders encouraged to apply****

For a position description please contact the RAW Recruitment and Services office on **1300 316 630** or email **admin@rawrecruitment.com.au**

<WEB LINK>