

The Imperial College of Australia

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Current Employment Opportunities – Administration Jobs

The Imperial College of Australia is one of the leading VET education providers in Victoria delivering courses for international students since 2007.

We are currently seeking expression of interest from well qualified and experienced individuals to work as Receptionist and Admin Officer in administration section. The role will suite individuals with extensive knowledge of VET Quality framework, AVETMISS and SRTOs.

Key Selection criteria:

- Attention to details
- Education and learning experience in the Australian education sector
- Exceptional skills in documentation reviews
- Strong interpersonal, management and organisational skills, time management, prioritisation skills and a good organised approach to daily tasks
- Well organized and an ability to prioritise work
- Good interpersonal, written and verbal skills
- Proven ability to work independently as well as within a team
- Excellent written and oral communication skills
- A strong work ethic and positive attitude
- Sound knowledge of Microsoft Office Suite

Only short listed candidates will be contacted.

If you have the above skills, experience and are one that works with minimum supervision then submit an up-to-date CV with a cover letter outlining your skills and interest to info@imperial.edu.au.