

## Administration Officer

**Permanent full-time position**

**38 hours per week**

**City location, close to public transport**

**Parking available onsite**

**\$33 per hour + relevant entitlements + superannuation**

First Response Australia (FRA) is one of Australia's most respected registered training organisations, offering emergency care programs and services since 1989. Our diverse organisation prides itself in being at the forefront of innovation in learning and technology in emergency care. FRA provides a complete service in pre-hospital care from our extensive range of training programs; supply of specialised emergency care equipment and medic coverage for events.

We are looking for an Administration Officer for our small business (Registered Training Organisation Number 5919) in Cairns.

The administration officer will report to the Administration Manager and will be responsible for office administration including:

- reception, including responding to telephone calls and emails and greeting clients
- handling and distributing mail
- enrolling students into courses including invoicing
- preparing trainer paperwork for courses
- processing of course paperwork upon completion of course and issuance of certificates
- arranging travel for trainers (airfares, accommodation, rental cars)
- ordering stationery and supplies

The job will be full-time, with hours to be worked between 8.30am - 5.00pm Monday to Friday.

Successful applicants must have:

- relevant previous administration experience
- advanced Microsoft Office and typing skills
- strong communication and interpersonal skills
- strong organisational skills and attention to detail.

Experience working for Registered Training Organisation is desirable.

If you are interested in this position, please email your resume to [leeanne@firstresponseaustralia.com.au](mailto:leeanne@firstresponseaustralia.com.au) or call (07) 4047 7700 for further information.

Applications close on **15th November 2023**