

Training Officer – Full-time

ARA Training is a Registered Training Organisation offering training courses for job seekers and employees alike, helping businesses to grow through the continuous improvement of people skills.

An opportunity has arisen for a full time Training Officer to assist the Training Coordinator.

As the Training Officer, you will be responsible for the following tasks:

- Assisting with the production and facilitation of training and training materials
- Training of existing and new programs to groups or on a one-to-one basis
- Having input into new product marketing materials
- Assistance with co-ordination and facilitation of training sessions in South Australia
- Data entry and database management skills

To be successful in this role, you will need:

- Certificate IV in Assessment and Workplace Training
- Flexibility to be able to travel
- Experience in delivering accredited training programs
- Passion, confidence and a flexible personality
- Professional presentation with a high level of communication skills
- Experience in sales and marketing
- Initiative

If you possess the above and a desire to engage with a very diverse range of people and work together to achieve, then this could be the opportunity for you.

Your expression of interest should be forwarded by email to Chantha Lake at Chantha.lake@arajobs.com.au as soon as possible. For more information telephone enquiries are welcome on mobile 0409 550 291.



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