



# Training Coordinator | PRM Training

**Location: Orange or Artarmon, NSW**

PRM Training provide high level training and consulting services to a variety of industries including Aged Care, Health Care, Education, Construction, Government and more.

## About the role

As the PRM Training Coordinator you will be the conduit between our clients, our trainers and our RTO. Reporting to the Operations Manager, this pivotal role is responsible for the entire training lifecycle which includes planning, scheduling, recording, invoicing and logistics – all whilst ensuring a seamless, positive experience for stakeholders.

Our clients are our primary focus, so a typical day for you may include the following key deliverables:

- Working closely with Management and Trainers to ensure exceptional delivery of both Accredited and Non-Accredited courses
- Responsive to all client enquiries and internal stakeholder communications
- Provide specialist advice, information and education on various aspects of the training and services we provide
- Improve RTO activities, programs and service delivery, ensuring that it remains current and underpins effective operations and high levels of quality service
- Supporting Management in the entire training project life cycle from quoting through to ordering parts and equipment through to invoicing
- Coordinate training delivery and ensure relevant administration and record management is completed
- Arranging training venues, logistics, equipment and accommodation as required to achieve efficient training attendance and delivery.
- Prepare Certificate, completion letters and coordinate certification of students through our RTO
- Identify and recommend changes to existing work practices that result in business process improvements
- Contribute to ongoing improvements of business processes and operational goals

## About you

The knowledge, skills and abilities we are looking for include:



### Form1 PRM Training Pty Ltd

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**Western NSW** PO Box 5 Orange NSW 2800



- Pro-active attitude to safety, strong problem-solving and time management skills, and exceptional communication skills.
- Demonstrated ability to adapt to dynamic environment and changing priorities and schedules
- Initiative and the ability to complete tasks autonomously and make decisions.
- Strong work ethic and excellent morals and ethics towards dealing with people.
- Previous experience in Training administration with an RTO or Safety company preferred

This role requires a highly organised, agile Coordinator with experience in the above deliverables as well as strong knowledge of the RTO process and the Microsoft Office Suite. A positive attitude and the desire to learn will see you thrive in this role. A Drivers Licence and Police Clearance is a requirement for this role. Travel may be required.

If you are someone who cares about others, has a strong client service focus, takes pride and ownership in your work, has excellent attention to detail and wants to be part of a culture that cares, this could be your next opportunity.

For more information regarding this position, or to apply, please forward your resume outlining skills and experience and your cover letter confidentially to [hr@form1.com.au](mailto:hr@form1.com.au)