

Administration Assistant (Word Processor)

The Role: ASLS is seeking a Word Processor/Administration Assistant who is available for an immediate start. You will be working in Brendale, in a great down to earth and friendly team environment. You will perform all aspects of document creation and distribution including data entry, creation of training and assessment materials, proof reading, formatting and ensuring that documents meet all company policy requirements and approvals prior to release.

You will perform the following:

- Creation and maintenance of Word templates
- Creation, formatting and proof reading of documents
- Quality control of all documents prior to release
- Ensuring timely document distribution to external and internal customers
- Liaising with developers and clients
- Maintenance of relevant databases

To be considered for this position:

- Minimum 2 - 3 years word processing / administrative support experience
- Ability to think outside the square
- Ability to prioritise and work without direct supervision
- Strong work ethic and commitment to employment
- Exceptional written and oral communication skills
- Excellent customer service skills
- Advanced Microsoft Word and PowerPoint skills
- Intermediate Microsoft Excel and Access skills

Ideally, you would have the following:

- Current Driver's Licence
- Certificate IV in Training and Assessment
- Previous experience working in an RTO

To apply for this position please email your Cover Letter and Resume attention to: Cheryl Marshall; Manager, Business Planning and Compliance - safety@asls.com.au by 12 March 2012.