



Position Description:

Position Title:	Assistant Manager
Type of Employment:	Part-time or full-time
Commencing:	ASAP
Location:	Launceston office
Office Hours:	8.30am – 5.00 pm, Monday to Friday
Conditions:	Educational Services (Post-Secondary) Award 2010. *Applicable pay level will be negotiated, according to individual skills and experience.

Purpose of Position:

The Assistant Manager will report directly to the Managing Director and will be based in the Launceston office. The person will be the first point of contact for the day-to-day management of the business for all 3 centres – Launceston, Hobart and Devonport.

About NDA Training Tasmania:

NDA Training Tasmania is a privately owned company based in Tasmania, with three offices around the state in Hobart, Launceston and Ulverstone. It commenced in 1985 with a single office in Launceston, teaching computer skills to clients. Nigel Davies started the business after leaving the University in a lecturing position. NDA has since grown to employ over 30 staff. NDA is now a fully accredited Registered Training Organisation (RTO) and Group Training Organisation (GTO) offering qualifications from Cert III to Diploma in Information Technology (IT) and Business. NDA also offer qualifications in Project Management - Cert IV and Diploma, and Training and Assessment – Cert IV. NDA also offer IT and Business Skills short training courses. NDA clients include public sector, corporate clients, private business and the general public. Karina Stojansek purchased the business in 2020 having worked at NDA for over 20 years.

Primary Duties:

- Admin staff management
- Day-to-day management
- Recruitment of new staff
- HR management and annual reviews
- Conducting regular staff meetings
- Carrying out marketing duties, including client liaison and social media.
- Project management as requested by the MD
- Manage a small caseload of Diploma Trainees

Level of Responsibility:

Responsible for the successful management of the assigned duties and associated activities. High levels of confidentiality are expected to be maintained. Responsible for complying with the relevant Workplace Health and Safety legislation and NDA policies and procedures as relating to the position.

Direction/Supervision:

The Assistant Manager will report directly to the Managing Director.

The Assistant Manager will supervise staff.

Selection Criteria:

Essential:

1. Min 2 years management experience.
2. Strong time management and organisational skills
3. Good IT skills
4. Excellent communication and interpersonal skills, including sensitive and warm communication with colleagues and clients.
5. The ability to multi-task and manage own workflow.
6. Accuracy and good attention to detail.

Preferred, but not essential:

1. Knowledge of, and/or experience in the RTO sector
2. Appropriate qualifications

Please send resume addressing selection criteria to jobs@nda.com.au or through Seek.