



## BUSINESS SERVICES OFFICER: RURAL INDUSTRY TRAINING & EXTENSION LTD

RITE Ltd is a Registered Training Organisation that has been in operation for 30 years. Located in Charters Towers, we specialise in providing nationally recognised training and qualifications in Agriculture, with a focus on the beef cattle sector. Our training is delivered all over Queensland and we have a solid reputation for providing quality training to the agricultural industry.

### The Position

RITE seeks the skills of an adaptable and energetic person for the role of Business Services Officer. Based in our Charters Towers office, the position will be on a full time, contract basis.

The role of the Business Services Officer is to provide support to both the Training team and Marketing (Sales) department, to ensure operations run efficiently and effectively in both areas.

### Key responsibilities include:

- Participate in sales and promotional activities, including school presentations and attendance of relevant industry events and career expos
- Provide support to the Marketing Officer in the coordination and execution of advertising and promotional campaigns
- Conduct property visits to assess Trainees in the workplace and liaise with Host Employers to verify Trainee skills (requires extensive travel throughout QLD and NT)
- Night supervision of Trainees during block training at our Charters Towers venue
- Diligent completion of required documentation associated with training and assessment
- Use of data capture software and Microsoft Office applications to update and maintain business records.

### The successful candidate will possess the following skills/experience:

- Certificate IV in Training and Assessment and Qualifications in Agriculture (highly regarded)
- A current HC licence (essential)
- The ability to communicate and network with a range of relevant Stakeholders, including Schools, Industry Figures and Members of the Grazing Industry
- Ability to work with and mentor Adolescents and young Adults
- Ability to effectively identify, engage and follow up new client prospects
- Excellent written and verbal communication skills; friendly telephone manner
- Proficiency in the use of Microsoft Office and Adobe Suites
- Familiarity with data capture software and technological resources, i.e. smart devices
- A flexible approach to the unique requirements of the role, both in and out of the Office
- Neat and tidy appearance.

In return for your skills and experience, RITE will offer an attractive, above award remuneration package that includes a company car, mobile phone and laptop. You will also become part of an enthusiastic and motivated team that is passionate about helping to develop the future workforce of the agricultural industry.

### How to Apply

All resumes and references must be accompanied by a cover letter addressing the key responsibilities and selection criteria above. **Applications close on Friday, 6<sup>th</sup> March 2015.**

Applications are to be submitted to the Managing Director via email: [russell.toohey@rite.com.au](mailto:russell.toohey@rite.com.au).