

## **Position Vacant – MINTRAC Project Officer**

MINTRAC has a vacancy for an experienced Project Officer, commencing as soon as possible. The Project Officer will have a sound understanding of the Australian meat processing industry as well as knowledge and understanding of the Australian vocational education and training system.

### **General Description**

The Project Officer is responsible for the general administration of projects undertaken by MINTRAC. The position is based in Sydney and involves extensive Australia-wide travel, working predominantly with meat processing companies, and also the meat retailing and smallgoods sectors of the meat industry. This role also includes working with the industry networks, managing the development and implementation of training and education resources, running industry training programs, planning and running industry conferences and daily liaison with industry representatives. Salary is negotiable, based on qualifications and relevant experience.

### **Company Background**

The National Meat Industry Training Advisory Council (MINTRAC) is internationally recognised for its expertise in developing training and professional development solutions to Australian meat industry business development requirements. MINTRAC is an independent national company at the forefront of innovation in skills and training, with strong links to Industry and Registered Training Organisations.

MINTRAC role is to provide highly valued products and services to the Australian Meat Industry in the areas of education and training. MINTRAC prides itself on being innovative and adaptable, anticipating and responding to emerging industry needs and global challenges.

### **Selection Criteria**

- project management experience, including developing project descriptions, reporting, managing project budgets, managing project timelines and effective project implementation
- knowledge and/or experience of the meat industry, with expertise in at least one of the sectors covered by MINTRAC
- excellent communication skills, including demonstrated ability to adjust communication strategies to suit recipient styles, experience in presenting workshops and forums, and strong written communication skills
- experience and knowledge of the Vocational Education and Training system, including experience with National Training Packages
- strong skills in software applications including Microsoft Office, particularly Word (including development, use and editing of templates), Adobe Acrobat, Excel, managing photos in electronic form etc; skills in Publisher would be an advantage
- ability to multi-task, set achievable priorities, work efficiently and meet the requirements of the organisation in a timely manner.

A full Position Description is available from the Office Manager, Irene Parker, and can be obtained by telephoning 02 9819 6699 or emailing [iparker@mintrac.com.au](mailto:iparker@mintrac.com.au)

Applications must be in writing and addressed to the Chief Executive Officer. Applications must address the Selection Criteria listed above, and include current CV providing details of qualifications and experience. Please send all applications to [Mintrac@mintrac.com.au](mailto:Mintrac@mintrac.com.au)

For more information on MINTRAC please visit our website at [www.mintrac.com.au](http://www.mintrac.com.au)