

Branch Coordinator

NovaSkill is a Group Training and Registered Training Organisation, providing quality education and training across a broad range of nationally accredited courses throughout NSW. We are a progressive and innovative company and we place great emphasis on the values of knowledge, respect, integrity, quality and team work.

NovaSkill is seeking expressions of interest from dedicated and motivated individuals that can develop and provide leadership to our teams that provide Group Training and Registered Training services to a wide range of industries in the **Newcastle Area**

Ideally for this role, the right candidate is someone with sufficient previous experience within a leadership role looking to utilize their skills and knowledge in this incredibly fast-paced environment.

To be successful in this position, candidates must demonstrate:

- Strong proven leadership skills
- Highly developed communication and presentation skills
- Working knowledge of company policies
- Sales planning and management skills
- Highly developed customer service focus
- Excellent time management & problem solving skills
- A willingness to get involved at the coal face

An attractive salary package including company vehicle, a nine-day fortnight and 10.5% super will be negotiated with the right candidate for this highly regarded role.

If you believe that you have the necessary skills and would like to be a part of our professional dynamic team as we continue to grow and develop our business, please send a covering letter and resume to:

Recruitment Officer
NovaSkill - Recruitment
recruitment@novaskill.com.au

APPLICATIONS CLOSE: COB 15th June 2011

Please note: this position will require candidates to undergo a Working with Children Check and Australian Federal Police check before commencement

NovaSkill is an EEO Employer.