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Responsibilities:Ensure facilities are fully equipped and prepared for all Learning and Talent events.

Meet the logistical needs of partner learning providers utilising Learning and Talent facilities.

Provide administrative support to facilitate the experience of training participants from outstations.

Updating and upkeep of hard copy resources, ensuring supply requirements are on hand for all

Learning and Talent teams.Job Requirements:Degree or Honours (12+3 or equivalent)

Minimum Bachelor level qualification, preferably in a related field

Human Resources/Training

4+ year's progressive experience in an administrative support roleMore Jobs:JOB TITLE

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ACTIONLogistics & Administration Coordinator

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