

Master Builders Victoria

Engagement & Careers Officer

About the role:

The Engagement & Careers Officer is responsible for assisting with the coordination and administration of engagement and outreach activities that contribute to the provision of a skilled workforce, equipped for roles in the building and construction industry.

Key Knowledge, Skills and Attributes:

- Exceptional customer service orientation
- Demonstrated communication and interpersonal skills
- Demonstrated initiative and problem solving ability
- Excellent organisational and time management skills
- Computer literate – intermediate skills in Microsoft Office products

Key Position Tasks:

- Support the team with timely administrative assistance
- Assist with and attend career expos, school visits and other career promotional activities, including the Apprentice Awards series
- Provide advice and assistance to members regarding career opportunities and pathways for the building and construction industry

Prior Experience:

- Experience in an administrative/clerical role desirable
- Experience working for a training or educational organisation desirable

IS YOUR BUILDER A MASTER BUILDER?

