

# Master Builders Victoria

## Simulation Coordinator

### About the role:

The Simulation Coordinator is responsible for assisting in the development and coordination of all simulation training activities at Master Builders Training Institute (MBTI), ensuring the highest possible quality of training is delivered to all existing and potential customers.

### 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
- Ability to work autonomously and in a structured team

### Key Position Tasks:

- Prepare and coordinate day-to-day simulation training activities
- Ensure the control room, simulation environment and all training resources are ready for operation
- Facilitate simulation training activities and deliver exceptional customer service adding value to all interactions

### Prior Experience:

- Experience in training delivery
- Working within the Australian Qualification Framework (AQF) is desirable

**IS YOUR BUILDER A MASTER BUILDER?**

