

Receptionist (Trainee) – Education Sector (Mid North Coast Community College Limited)

Date posted
August 25, 2025

Industry
Trade – Education

Closing date
12.09.2025

Description



Job Location
Port Macquarie

Employment Type
Full-time

We're looking for a friendly and organised Receptionist to be the first point of contact at our busy front desk. This is a **trainee role**, perfect if you're looking to start or grow your career in administration while studying towards a qualification.

About the Role

- Front desk reception and visitor support
- Answering phones and emails
- General office administration and filing
- Assisting with student records in our Learning Management System (LMS)
- **Participation in Saturday roster (as required)**

What We're Looking For

- Great people skills and a professional manner
- Organised, reliable, and willing to learn
- Basic computer knowledge (Word, Excel, Outlook)
- Previous customer service experience is an advantage
- LMS experience is desirable but not required

What We Offer

- A supportive team environment
- Paid study time (0.5 day per week)
- On-the-job training and a nationally recognised qualification

Contacts

If you're motivated, professional, and ready to start a career in administration, we'd love to hear from you. Please click on the link for more information:

https://au.jora.com/job/Receptionist-e14ea779ee4a103fa3cef488bcba2ab5?alert_id=email-alert-daily-61710918-20250824&eatd=An3%3A1&qd=eyJxIjoUjZXB0aW9uaXN0IiwibCI6IiBvcnQgTWJFjcXVhcmllIE5TVylslmxcZCI6bnVsbH0&sp=alert_topjobs&sponsored=false&sr=1&alid=PQPpWQGyWNdqLbGcRd9j&hu=1&recommended_only=false&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails