



# TALENT FOR BUSINESS GROWTH



<b>Website</b>	<a href="https://thetrainingstore.com.au/">https://thetrainingstore.com.au/</a>
<b>Office Address</b>	Southport Central Building 3G (Lavender), Level 4, 27 Garden Street, Southport
<b>Company Overview</b>	Our team is passionate about having FUN and we share our energy and enthusiasm with our valued clients. We are here to support our clients with their Culture Transformation and are excited to guide them through a successful implementation of The FISH! Philosophy.
<b>Employment Type</b>	Internship and or work experience
<b>Position Title</b>	<b>Learning and Development Co-ordinator Internship</b>
<b>Purpose</b>	To purpose of the position is to assist with the growth and development of the business. You will also manage clients, training programs and ensure best learning outcomes for students whilst promoting a positive brand image for the organisation.
<b>Key Duties</b>	<ul style="list-style-type: none"><li>• Maintenance of 2 Learning Management Systems (Coassemble and Learn Worlds)</li><li>• Customise client courses and have input into creating unique, engaging implementation plans to help clients with best outcomes</li><li>• Assist in the enrolment of registered students</li><li>• Set up client files</li><li>• Effectively communicate with clients and build relationships</li><li>• Respond to learner inquiries and assist with troubleshooting</li><li>• Management of integration with SurveyMonkey</li><li>• Create presentations with client results</li><li>• Basic administration support</li><li>• Assist with various projects as required</li></ul>

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**Students:** To express your interest in this position, please APPLY NOW at [www.studygoldcoast.org.au/work/open-opportunities/](http://www.studygoldcoast.org.au/work/open-opportunities/)

**Providers:** To support your student in obtaining this position, please email [partnerships@studygoldcoast.org.au](mailto:partnerships@studygoldcoast.org.au) or contact Megan on 07 5556 6106.



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## Key Skills & Attributes

### Essential:

- Have a positive attitude with willingness to learn
- Be enthusiastic about learning
- Strong attention to detail
- Extremely organised with good time management skills
- Basic understanding of Learning & Development
- Excellent written and verbal communication skills
- Innovative thinker with strong problem-solving skills
- Proactive and confident with making suggestions for improvements
- Ability to provide excellent customer service
- Friendly demeanour and tone over the phone and in emails

### Desirable:

- Knowledge of the FISH philosophy
- Previous experience with on-line learning
- LMS experience
- Keynote experience
- Email management

## Software/Program Knowledge

- Must be proficient in Microsoft Suite
- Preferred Macintosh experience
- Experience working with Learning Management Systems is desirable
- CRM
- Sharepoint
- SCORM Cloud

## Reporting Relationship

This position will report to the Director

## Remuneration

Unpaid internship or work experience

## Hours

- 1 - 2 days per week, by mutual agreement (flexible to the needs of the intern and the business)
- Company hours are 9.30am to 5.00pm Monday to Friday. Hours of work can be flexible, by mutual agreement

## Additional Information

- Successful student must complete the FISH job seeker course prior to starting internship
- The Training Store is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees.

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**GOLD COAST.**<sup>™</sup>  
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## INTERNSHIP OPPORTUNITY

Visit [www.studygoldcoast.org.au/work/open-opportunities/](http://www.studygoldcoast.org.au/work/open-opportunities/)  
and **APPLY NOW.**

If you have any questions on this internship opportunity, please  
contact Study Gold Coast at [partnerships@studygoldcoast.org.au](mailto:partnerships@studygoldcoast.org.au) or  
phone 07 5556 6106

