

Work with us!

Operations & Testing Officer

About the position

We are seeking people with strong customer service, administration and planning skills to join our Operations team in Sydney. This role is responsible for assisting in the delivery of high-quality testing to NAATI candidates under the guidance of the Regional Operations Manager and the Team Leader Certification Testing.

Come and join a passionate and purposeful team where you can access flexible work arrangements, salary packaging and professional development opportunities.

- Full time position
- Sydney CBD office location
- Salary $74,457 per annum plus super

About you

- Strong customer service experience
- Strong administration and organisational skills
- Well-developed oral and written communication skills
- Attention to detail and a high level of accuracy
- Enthusiastic and flexible
- Well-developed Microsoft office skills
- Proactive, with critical thinking skills

About us

NAATI is the national standards and certifying authority for translators and interpreters in Australia. It is the only organisation to issue certification to practitioners who wish to work in this profession in Australia. Our vision is for a *connected community without language barriers.*

How to apply

Read the full job description and criteria and if you think you would excel in this role, we want to hear from you!

Please send a short cover letter and your current CV to us at jobs@naati.com.au

This position is only open to Australian citizens or permanent residents. **Only shortlisted candidates will be contacted**.

We will review applications as they are received, and initial discussions may commence prior to the closing date.

Applications close at 9am Thursday 26 October 2023.

Commencement will be in late November 2023.