

SCHEDULE B

Job Description

Management Trainee

Role – Purpose and Scope

The role would report directly to the General Manager / CEO and is based in our Melbourne office.

Salary Range

This position is full time (nominally 40 hours per week) and the salary offered will be commensurate with experience.

Key Result Areas

Key Result Areas or KRAs are the main functional tasks of the role on which your performance will be measured or assessed every six months.

- Working with other Managers to plan, direct and organise work and/or the organisation as a whole.
- Learning our product range.
- Working in different departments to gain experience, including marketing, sales, customer service and administration departments.
- Identify trends and carry out market research.
- Work with management to develop and implement strategic projects.

Projects or other duties

Objective – To carry out other duties which may reasonably be required from time to time in the course of Medtech's business and which fit the role's purpose as stated and for which the position holder is qualified or has received adequate training or instruction.

Health and safety

Objective – To ensure a safe and healthy working and learning environment is maintained at all times.

Key Responsibilities	Outcome	Performance Measure
Observe all Medtech Group's health and safety policies and procedures	Familiarity with Medtech Group's health and safety policies and procedures. Understands hazard identification and accident reporting protocols	Health and safety records, hazard and accident registers

<p>Take full responsibility for one's own health and safety and ensure no action or inaction on one's own part harms others in the workplace</p>	<p>Act responsibly and follow Medtech Group's health and safety policies and procedures</p> <p>Understand hazard identification and accident reporting protocols</p>	<p>Accidents and hazards are recorded in the relevant registers (follow up where necessary)</p>
<p>Report hazards or accidents using the appropriate health and safety registers</p>		

Person Specification

Part of what makes Medtech as successful as it is, are the highly motivated people who work here. An inspiration to your colleagues, you are a driven and highly motivated sales coordinator who is hungry for success; and with a committed motivation to getting things done, you always place the client at the centre of everything you do.

Technical or Professional Knowledge and Experience

- Have graduated from a recognised University with a good academic degree (Health related and IT degrees will have an advantage) or have an accomplished track record.
- Have a desire to be in the healthcare industry or have worked in it previously. Enjoy working with people, customers and are solution oriented.
- Have a high level of energy, ambition and proven accomplishments in extra curricular activities.
- Be computer literate and have a passion for technology.
- Be interested in multiple disciplines such as sales, customer care and operations and are interested in learning and progressing into leadership roles.

Skills and Abilities

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display in order to achieve their Key Result Areas (KRAs) [that is, to do the job effectively]. These behaviours describe how someone does the job, whilst KRAs describe what is to be done.

Oral Comprehension — Ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — Ability to communicate information and ideas in speaking so others will understand.

Speech Clarity — Ability to speak clearly so others can understand you.

Written Expression — Ability to communicate information and ideas in writing so others will understand.

Instructing — Teaching others how to do something.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Coordination — Adjusting actions in relation to others' actions.

Originality — Ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Service Orientation — Actively looking for ways to help people.