

POSITION DESCRIPTION

POSITION:	Trainee Audio Visual Technician
REPORTING TO:	Operations Manager, General Manager
LOCATION:	Port Melbourne
HOURS:	7.30am – 4pm Monday to Friday Occasional Weekend Work & work in Unconventional Hours
PRIMARY OBJECTIVES:	Provide support to operations staff and management in the preparation, installation, repair, removal & operation of Audio Visual equipment on site and in warehouse.
Functional Relationships:	All clients of WWAVE All internal employees of WWAVE

Key Accountabilities

- Accurate preparation of audio visual equipment and other equipment in accordance with job lists including testing of equipment.
- Install and operate audio visual and related equipment in a professional manner to suit clients needs guided by the safe work method statements and internal rules and regulations of WWAVE PTY LTD.
- Maintain the warehouse area to a high standard and safe working area.
- Deliver, return and pick up equipment.
- Provide courteous customer service to all clients of WWAVE.
- Participate in installation of jobs and maintain high work standard.
- Offer assistance to Manager and Team Leaders when required.
- Complete TAFE works associated to traineeship in a timely manner and participate in on site training.
- Occasional additional duties.

Person Specification

Qualifications and Knowledge

- Knowledge of computers and programs
- Knowledge of basic audio visual systems
- Knowledge of basic occupational health and safety
- Manual Drivers licence
- First Aid Certificate (desirable but not essential)

Skills

- Oral and written communication skills
- Interpersonal skills
- Time management skills
- Able to learn on the job

Abilities

- Ability to deal with changing demands
- Ability to understand technical language (desirable)
- Ability to work within deadlines
- Ability to multi-task

Other

- Willingness to learn
- Attention to detail
- Pleasant and efficient manner on telephone and reception
- Well organised and professional approach
- Polite, friendly, approachable
- Team player as well as work independently
- Fit and in good health
- Basic understanding of audio visual systems (desirable)