



# Work with us!

## Test Invigilators – Casual

### About the position

We are seeking enthusiastic and reliable people to join our Certification Testing Team in our Melbourne CBD office (onsite) and for Adelaide team (a mix of remote and onsite work required). Test Invigilators will support NAATI testing sessions both face to face and online, by providing administration, supervision, monitoring and oversight for all NAATI test types, ensuring candidates are tested in accordance with standard rules, policies, and procedures.

- Casual positions available in Melbourne and Adelaide
- \$42.08 per hour (rate includes casual loading)

### About you

- Previous experience in customer service and support roles
- Able to work in a fast-paced environment working to tight timeframes
- Able to set up and operate audio and video recording equipment and internal ICT and software as required
- Able to multitask
- Strong Microsoft Office skills
- Work independently with minimal supervision in a team environment

### 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 available on the NAATI website careers page.**

Please send a short cover letter and your current CV to us at [jobs@naati.com.au](mailto:jobs@naati.com.au). This position is only open to Australian citizens or permanent residents. Only shortlisted candidates will be contacted.

**Applications will be reviewed as they are received. Closing date will be Friday 31 January 2025.**

**Positions are available to commence ASAP.**

