

JOB OPPORTUNITY FOR UNI STUDENTS & GRADS – PART-TIME DATA ENTRY ROLE

About Charter Australia

Charter Australia is a trusted name in vocational education and training, with a strong reputation for quality, ethics, and innovation. Since 2005, we've specialised in Early Childhood Education, Health and Community Services, and Medical English (ELICOS). Based in North Sydney, we're passionate about professional development – for both our students and our team.

The Role – Data Entry Assistant (Fixed-Term, Part-Time)

We're on the lookout for a sharp, detail-oriented individual to support our Chief of Tech with data entry and admin tasks. This is a great opportunity to gain real-world experience in a professional setting while keeping flexibility around your studies.

What You'll Need:

- ✓ Strong attention to detail
- ✓ Confident using computers and software
- ✓ Available 4 hours a day (your choice between 9am–5pm), Monday to Friday
- ✓ Able to work onsite at our North Sydney office

Contract Dates:

- Start ASAP
- Ends: 18 December 2025
- Possible extension to end of January 2026

To Apply:

Email your CV and a brief cover letter to: hr@charter.edu.au

Applications close: Friday, 31 October 2025

Only shortlisted candidates will be contacted.