

ADVERT ID 104829 *

General

Learning Together

FAO:Noel Duggan Address: Shanbally, Norwood, Nenagh

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Tue Jun 5 2018 17:47:43
Application Closing Date: Wed Jul 4 2018
Commencement Date: Thu Jul 5 2018
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title: Educational Training & Development Co-ordinator
Description: An educational training and development company has a vacancy for a permanent, full-time co-ordinator to support the further growth of the company which provides online CPD and coaching services to schools, colleges and third level institutions in Ireland. This is an ideal position for a recently retired second level school principal, a teacher on a career break or a highly skilled administrator with experience or interest in Education.
Scope of Role:
* Co-ordination of training events, administration of online learning management systems
* Client service and support
* Management and delivery of training and development events
* Liaison with internal billing and financial roles and external partners

Required professional experience and attributes
* Third level qualification in Education, Training & Development or related field.
* Minimum 2-5 years teaching or training experience.
* Excellent attention to detail, communication and interpersonal skills.
* Able to work and problem solve under own initiative with good time management skills.
* Computer Literacy, with strong Microsoft Office Word, Excel, PowerPoint and Outlook skills.
Salary/Remuneration package commensurate with experience.

How to Apply
* Email cv and covering letter outlining why this position appeals to you to: accounts@learningtogether.ie

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To: FAO:Noel Duggan
Address: Shanbally, Norwood, Nenagh

County: Tipperary

Email Address: accounts@learningtogether.ie

Phone:

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