

ADVERT ID 130729

General

BIMM Dublin

62-64 Francis Street Dublin
<https://www.BIMM.co.uk>



MAIN DETAILS

Status: Deactivated
Level: Higher & Further Education
Date Posted: Mon Dec 9 2019 12:48:21
Application Closing Date: Mon Dec 16 2019
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
Recruitment & Admissions Assistant and PA to the Executive Principal
Description:
Contractual Hours: 9:00AM – 5.30PM Monday to Friday with flexibility required.

About BIMM Institute

BIMM, The British and Irish Modern Music Institute, has colleges in eight cities where music matters most – London, Berlin, Dublin, Brighton, Manchester, Bristol, Hamburg and Birmingham – and is proud to be the largest and leading provider of contemporary music education in Europe.

Our eight BIMM colleges have over 50 years' experience between them in helping students launch successful careers in the music industry.

We offer a broad range of Higher and Further Education music courses – including BA Honours Degrees, nationally accredited Diplomas and Postgraduate Teaching Certificates. Our professional highly vocational and real-world courses include studies in guitar, bass, drums, vocals, song writing, music production, music business, music journalism and event management.

Person Specification

The post holder will work directly with the Recruitment & Admissions Manager to provide additional support in responding to new clients and their representatives. This position involves assisting in all areas of the Recruitment and Admissions process, including (but not limited to) dealing with enquiries, processing applications, organising auditions and following up all applicants' progress through to successful enrolment at BIMM Institute Dublin. The role requires an in-depth knowledge of the curriculum on offer and of the admissions process for all BIMM Institute Dublin courses.

In addition, the post holder will provide pro-active, efficient and professional high-level PA support to the Executive Principal and Business Development Director, and this element of the role will require high standards of accuracy, timeliness and presentation.

Precision and attention to detail is essential to this role, as is a friendly and outgoing personality when dealing with prospective students, current students and guests.

Essential criteria

- Enthusiastic, outgoing, confident and assured communication skills
- Excellent telephone manner, time management and prioritising skills
- Willingness to gain an understanding of BIMM Institute Dublin admissions procedures particularly in relation to the CAO system

- Experience in promotion and event organisation
- High level of computer literacy especially in relation to Microsoft Outlook, Word and Excel, and experience in the use of databases
- Good attention to detail and high level of accuracy in data inputting
- Ability to work quickly and accurately under pressure and to use own initiative
- Experience of minute-taking and also verbal and written skills
- Previous PA/ administrative experience

APPLICATION REQUIREMENTS

- Curriculum Vitae

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Apply To:

County: Dublin

Postal District: Dublin 8

Enquiries To: careers@bimm.co.uk

Website: <https://www.BIMM.co.uk>

Further Information: <https://bit.ly/33Z4Rqc>

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