

ADVERT ID 113459

General

Learning Together

Shanbally House Shanbally Toomevara Nenagh E45 FY66
<https://www.learningtogether.ie>

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Thu Nov 8 2018
Application Closing Date: Fri Dec 14 2018
Commencement Date: Wed Jan 2 2019
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 and development 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 skill.

- Salary/Remuneration package commensurate with experience.

How to apply

- Email CV and covering letter outlining why this position appeals to you to; nduggan@learningtogether.ie

APPLICATION REQUIREMENTS

- CV (Bound)
- References (written)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Shanbally House
Shanbally
Toomevara
Nenagh
E45 FY66

County: Tipperary

Enquiries To: nduggan@learningtogether.ie
067 26363

Website: <https://www.learningtogether.ie>

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