



Full-Time Learner Recruitment Co-ordinator for our London Office

Dynamic individual required to co-ordinate our recruitment function for work based learning hairdressing and business training courses throughout the London area. The successful candidate must be able to motivate and inspire young people to achieve their goals and supervise 2 team members.

Good interpersonal skills, customer service and administration skills essential plus experience of staff supervision. Previous knowledge of education, training, hairdressing and the ability to carry out health and safety premises checks are desirable.

Hours of work: 9.00am – 5.30pm, Monday - Friday
Salary scale: £ 21,400 - £25,000 depending on experience

The position requires excellent communication, empathic and organisational skills. Successful candidates must be motivated team players who are willing to work between sites and attend evening Careers Promotional Events as required.

To apply for a position, please send a CV and covering letter to:

**Julie Morley, HR Administrator, Central Training Group,
32 Alexandra Street, Southend-on-Sea,
Essex, SS1 1BU or email the above details to:
juliemorley@centraltraininggroup.com**