

Job Summary: Part-Time Admin/Social Media Assistant (Remote)

We at Myelearnsafety are recruiting for a motivated individual to join us in an interesting and varied role with opportunity for growth and experience in the rapidly growing area of eLearning. The role will include responsibilities across the areas of administrative support, light social media tasks, helping out in the lead generation process as well as the course creation process.

Highly varied role!

Key Qualifications:

- A professional phone manner
- Communication skills
- Admin experience
- Ability to work within the microsoft suite
- A flexible approach to work and interest in learning new skills
- Some social media experience
- An interest in the area of eLearning
- Some sales experience a plus

Description:

This part-time role would suit somebody who likes variety within their working day. You will be carrying out light admin duties, taking some inbound sales inquiries, helping out on the social media front, have a role to play in course creation (full training given), sending out email campaigns, organisation of practical training sessions for clients.

Education:

Third level.

Skills:

Administration, Communication, Microsoft Suite, Sales, Social Media

If you are interested in this role you can speak to Cormac on 01 2781938 or send your CV to cormac@elearn.ie