

Role: Employer Engagement Officer
Team: STEM – Greater London Authority Contract
Package: Pension, Flexible working
Location: London
Salary: £25,000 + Bonus

Job description

Corndel delivers first-class professional development programmes to some of UK's largest businesses. We are one of the fastest growing companies in the UK and provide a great platform for ambitious, motivated individuals to take the next leap forward in their career. Experience in account management, recruitment, or similar is desirable but not essential.

As an Employer Engagement Officer, it is up to you to help bring on vacancies that support clients currently unemployed into sustainable employment. The benefit of organising this work placement is that the employee will gain valuable work skills and experience.

We see this position as one which provides the opportunity to learn and will develop and grow over time. Corndel have an excellent track record of developing and promoting our staff.

Responsibilities include:

- Supporting the growth and development of Corndel employment and skills programmes
- Managing relationships with key clients helping them achieve their strategic goals.
- Supporting the mobilisation of this new contract
- Helping organise and manage promotional communications.
- Bringing on live vacancies that suit the needs of our participants
- Meet KPI's and targets set by line manager

We are looking for a highly motivated individual who can demonstrate:

- Exceptional relationship management skills
- A track record of delivering customer service, ideally in a business-to-business environment.
- Strong communication skills
- High levels of organisation
- Good written skills
- Excellent Microsoft Office skills
- Drive to be a high performer in a sales environment

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

Please see our website for more information on what Corndel has to offer.

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