



Vacancy: Employment Advisor

Empowering Individuals to change their lives

Cenit College a partner organisation to Seetec Ireland deliver the Jobpath programme for the Department of Employment Affairs and Social Protection. If you like helping people get back into employment and build a brighter future, why not join us? We are looking for Employment Advisors who work with their clients on a one to one basis over the course of the programme.

Main Job purpose

An employment advisor is responsible for working with a caseload of clients, managing the journey back into employment and supporting individuals to secure and retain sustainable work.

Duties

- Assess individual client needs and work them to create a personal progression plan incorporating relevant actions and interventions.
- Meet clients regularly (currently remotely by phone & email) to review their progress, plan additional actions, sign post them to 3rd party services and training and work with them on a range of areas including job applications & interview techniques.
- Coaching on a one to one basis with unemployed clients
- Run sessions for groups covering a wide range of subjects from CV workshops to online job searching and customer service
- Instil confidence and motivation
- Work with local employers acting as an intermediary for the clients
- Deliver an exceptional level of customer service at all times, ensuring targets, KPI's, processes & procedures and compliance standards are met.

Education/experience requirements: -

- Leaving Certificate standard minimum. Third level qualification or equivalent desirable
- Coaching/mentoring qualification & experience desirable
- Knowledge and understanding of the local labour market
- Good IT Skills including MS Office and CRM systems



Skills

- Active listening
- Honesty and integrity
- Excellent communications, customer service and interpersonal skills
- Planning, organising and attention to detail

What we offer

- Salary: 27,500 – 30,000 p.a. (dependent on experience)
- Initial 12- month Fixed Term Contract
- Development and further training opportunities for shaping and realising your career goals
- Team spirit and a passion for a learning environment
- Flexible working environment
- Employee Assistance programme

Additional Information:

Locations: Maynooth, Co. Kildare & Edenderry, Co. Offaly

Closing date: 31st January 2022.

Interviews via Zoom.