

## Apprenticeship Account Manager – Hairdressing and Beauty Therapy

### Description

We are looking to attract a talented and enthusiastic **Apprenticeship Account Manager** to engage with current and new employers based in Rugby covering east midlands areas within the Hairdressing and Beauty Therapy Industry.

This role will be based in our Rugby Head Office and is a full-time working role.

**Salary:** £22,500 per annum (OTE up to £26,550)

**The job will involve driving**

### Responsibilities

- Achieving targets to include sales and enrolment targets and other monthly KPI's
- Regular contact with current employer base and new employers
- Monitoring health and safety adequacy
- Carrying out 6-monthly satisfaction surveys
- Documenting all employer contact on CRM system
- Inducting and enrolling apprentices (remote and on-site)
- Carrying-out satisfaction surveys following induction
- Carrying-out IAG/progression sessions close to the end of apprenticeship programmes
- Regular communication with apprentices on 'break in learning'
- Regular communication with education staff to 'traffic light' and action issues with apprentices
- Documenting all contact with apprentices on CRM system

### Skills

Some sales/customer service experience as well as strong organisational and administrative skills are required for this role. We are looking for a professional and friendly individual with the following skills:

- Target focused
- Good IT and typing skills
- Verbal and written communication skills
- Professional personal presentation
- Organisation and attention to detail
- Initiative
- Reliable work ethic

**The role will involve driving.**

### Job Benefits

- We will offer you full training and support
- Monday to Friday, 9.00am–4:30pm working hours (FT)
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Company Pension Scheme

### Hiring organization

Heart of England Training

### Reference:

Reference: RUG-AAM-0924

**Salary:** £22,500 per annum (OTE £26,550)

Please download a copy of the Application form and full Job Specification here to submit your application –

[Application for Employment](#)

[Job Description – Apprenticeship Account Manager](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

### Employment Type

Full-time

### Job Location

Eleven Arches House, CV21 1FD, Rugby

- Christmas Shutdown
- Annual company events

**Interested in this position?**

Please send Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications