

## Talent Manager Assistant



Join the MAMA Youth team!

We're excited to be able to offer a Talent Manager Assistant placement via the Government Kickstart Scheme.

The position requires a communicative and thoughtful individual who can take initiative while learning on the job.

The candidate will need a strong work ethic and an understanding of how their supporting role can help to grow the engagement with employers and MAMA Youth talent.

The ability to multi-task is essential as the position requires managing calendars, call logs, as well as tracking schedules, job opportunities, and the overall execution of deals. You will mainly work in an office environment, with remote working where necessary to align with government guidelines. We will provide a laptop and phone as well as all resources necessary for the position.

All training will be provided.

Must meet government requirements to apply for Kickstart Scheme.

### **The job will be:**

Full Time

A 6-month placement

Paid the National Minimum Wage

**Application Deadline:** 30/06/2021

Apply through your job centre by self-referring to your job coach.