



An LBS Accredited Training Center

Overview of Access Training Institute (ATI) Liberia

As a professional development platform provider, ATI programs reflect the increasing demand for knowledge and expertise across a range of critical areas in management.

Increasingly, high performing individuals and organizations are recognizing the value of participating in and providing the right training to drive performance and results at their work places. At **Access Training Institute Liberia (ATI)**, we specialize in providing high performing individuals and organizations the rare opportunity to justify their investment made in training in terms of improved performance, increased productivity and profitability, higher standards and improved market share.

Vacancies

Instructors are needed to teach the following Courses:

- ❖ Microsoft Word, Power Point, Database/Access, Excel, Windows, Internet, Publisher 2007, 2010, 2013 & CorelDraw
- ❖ Marketing & Sales Management
- ❖ Customer Relationship & Retails Management
- ❖ Warehousing & Inventory Management
- ❖ Hospitality & Hotel Management
- ❖ Effective Office Management & Secretarial Skills
- ❖ Bookkeeping

Qualification:

- ✚ **Minimum Education:** B.Sc. with over 3 years progressive practical teaching/working experience in said area (s).
- ✚ Good analytical and facilitation skills
- ✚ Excellent Computer Skills especially in MS Suites
- ✚ Ability to research up-to-date training materials



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- ✚ Ability to teach at least 6 hours a week either Monday & Wednesday, Friday or Tuesday and Thursday between 10am-8pm each day.

Submit your Cover Letter & CV to acesstraininginstituteliberia@gmail.com on or before June 10, 2018 indicating course (s).

For more information, call 0776006689/0880626719/0778356444

Expiration Date: June 10, 2018

Signed: Management, ATI