

ROYAL BERKSHIRE FIRE & RESCUE (TRAINING) LTD

MARKETING ASSISTANT/ ADMINISTRATOR

£22.5k plus a bonus opportunity to earn up to another 30% per annum
Based in Reading

Royal Berkshire Fire and Rescue (Training) Ltd (RBFRTL) is a commercial trading arm of Royal Berkshire Fire Authority. We are seeking a well-motivated, proactive and dedicated individual to undertake the role of marketing assistant/administrator. This post is responsible for the provision of all relevant administrative services and is responsible for the generation of income through the sales and marketing of training courses to customers.

The successful applicant will have; previous sales & marketing experience; be proactive in selling and marketing training courses; have a full range of administrative skills including Microsoft office and effective interpersonal skills; excellence in communication both orally and in writing and good organisational & time management skills.

An application form which includes the job profile and person specification is available on our website www.rbfrs.co.uk or alternatively by emailing recruitment@rbfrs.co.uk or calling 0118 932 2150.

Closing date: 5pm Monday 26th July 2010.

This post is open to job share.

The Royal Berkshire Fire Authority strives to be an equal opportunities employer and welcomes applications for all suitable qualified staff irrespective of race, gender, sexual orientation or disability subject to compliance with the appropriate medical standards.

**ROYAL BERKSHIRE
FIRE AUTHORITY**



PREVENTING PROTECTING RESPONDING