

CURRENTLY RECRUITING: E-learning producers

MHA (www.mha-consulting.com) is a Cranleigh based company providing consulting and training services in the area of financial crime prevention (money laundering, fraud, corruption, and bribery).

Due to increased demand we seek to increase the size of our e-learning team, to assist in the development and updating of e-learning courses in the area of financial crime prevention.

We would be particularly interested to hear from students or graduates from the College of Law, who are either in the latter stages of their study or awaiting a training post.

The role: Assist in the design, development, production and web-delivery of financial crime training courses to MHA's global client base.

Responsibilities:

1. Acquire specific content from clients and other sources (web based, books etc)
2. QA and update existing courses
3. Using MHA template library to design and develop new courses
4. Assist in e-learning roll out and report management

Attributes:

1. Excellent command of the English language (spoken and written)
2. Good PC skills
3. Ability to grasp new products such as basic e-learning authoring tools
4. Accuracy and an eye for detail

Employment status:

- One full time (37.5 hrs) and one part-time (flexible), but with a view to become full time when workload permits
- Part time role will initially be 16-24 hours a week
- Office based: 124 High Street, Cranleigh
- Full time starting salary: £20,000 - £21,000
- Part time salary: £11-£13 p/h depending on experience

If you wish to apply, please send your CV and covering letter to Jan Hagen, Managing Director, MHA.

jan.hagen@mha-consulting.com