



CATRIONA SLOAN – OFFICE MANAGER/CONSULTANT



I am the Administration Manager and Consultant for the Company and have been with them for almost 8 years. The running of a busy admin department keeps me busy but have a great team helping me. My main area in the office is HR, Finances and Payroll.

I am the Contract Manager for Skills Development Scotland, company contact for our Qualification Awarding Bodies and the SQA Co-ordinator for Polaris.

When it comes to consulting, I work with various clients as an Assessor. The qualifications I assess in are Business and Administration, Food Manufacture and Learning & Development.

I have over 23 years experience in different office environments and spent many of those years working with HM Forces both abroad and in the UK in training schools, intelligence units and MOD London. After I left HM Forces, my specialism was in Recruitment and HR for several years working for a University.

Outside of work my main interests are martial arts and have a Black Belt in Karate, as well as walking and reading (when I get the chance!)