

POST: Administrator & Training Coordinator**ESSENTIAL REQUIREMENTS****EXPERIENCE/QUALIFICATIONS**

Good general standard of education or equivalent work-related experience.
Training or Learning & Development (L&D) certificates.

SKILLS/KNOWLEDGE

Previous experience of administration

At least 4 years of experience of Training Coordination & Administration

Excellent verbal, written, and numeracy skills

Effective communicator both in person, by telephone, and in writing

Excellent IT skills, skilled in using Microsoft packages, experienced in working with training packages/databases. Experience in using Access Send Click Learning would be an advantage.

Knowledge and experience of working with i.e. inputting, extracting and reporting on data from computerised data base systems

Ability to train staff members on internal systems, being able to provide descriptive instructions.

Demonstrable accuracy and attention to detail in written communications

Ability to prioritise own workload and work under pressure, i.e. high volume of work, competing demands, a busy work environment, the need to cover for other team members

Previous experience of team working and an understanding of what makes team working effective

Well-developed interpersonal skills and able to deal with colleagues at all levels

Able to work appropriately with confidential and sensitive information.

OTHER SPECIFIC REQUIREMENTS

Flexible in working hours to cover holidays and sickness