

## Training Coordinator

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Company: Sodexo

Location: Ascot

Category: business-and-financial-operations

### Job Introduction

Sodexo Live! has an amazing opportunity for a Training Coordinator to join our team at Ascot Racecourse

We're looking for a dynamic and organized professional to support the Recruitment & On-boarding Manager with the administration and delivery of the Ascot Academy Training program for casual team members.

We are committed to providing our guests with an outstanding experience hosting one of the world's most prestigious race meetings, Royal Ascot, as well as 21 race days and numerous non-racing events each year and ensuring our employees have first class training is crucial. You'll be responsible for driving engagement among direct casual workers and supporting the development and delivery of Training initiatives to drive service excellence and meet Key Performance Indicators. You'll also be required to manage the administration of Flow, the online learning platform, and generate reports from our e-learning system.

Above all you will promote Ascot Racecourse ensuring that the venue is considered the place to be seen.

We're experience makers and food fanatics. Our experiences are unique, and so are our people. Bring personality, your background and your desire for delighting others. In return we'll give you all you need to thrive, because at Sodexo Live! we're so much more. Be part of something greater.

## **MAIN RESPONSIBILITIES**

Communicating and engaging with agencies to ensure FLOW completion ahead of racedays and events

Supporting the delivery of training sessions to engage casual teams

Creating internal communications documents such as briefing sheets for casual teams

Updating training material to ensure content is consistent and engaging

Sending out surveys to new joiners and analysing results

Ensuring that 100% direct casual team members complete E-learning ahead of their first shift with Sodexo

Preparing Flow reports to ensure information is accurate and shared in a timely manner

## **THE PERSON**

You will be a strong administrator with excellent MS Office Systems skills. You will have experience of working in a customer facing position, preferably in the Hospitality Industry.

You will be passionate about Service Excellence and have a genuine interest in training and development.

You will also have:

An excellent attention to detail

Excellent organisational skills

Strong written and verbal communication skills

The ability to manage multiple tasks and prioritise importance

## **WHAT WE OFFER**

In return for your commitment and hard work, you will be rewarded with a competitive salary, plus access to our extensive benefits package, which includes:

Contributory pension scheme of up to 6%

10% Client bonus scheme

A buy and sell holiday scheme of up to 3 days (FTE)

Volunteering days via our charity partner STOP HUNGER

If you have had experience in a similar role, and are excited to be a part of a dynamic and fast-paced environment, we'd love to hear from you!

### Attached documents

[Apply Now](#)

### Cross References and Citations:

1. Training Coordinator [Legaljobs Jobs Ascot Legaljobs ↗](#)
2. Training Coordinator [Studentjobsnearme Jobs Ascot Studentjobsnearme ↗](#)
3. Training Coordinator [Laboratoryjobs Jobs Ascot Laboratoryjobs ↗](#)
4. Training Coordinator [Francejobs Jobs Ascot Francejobs ↗](#)
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6. Training Coordinator [Maintenancejobs Jobs Ascot Maintenancejobs ↗](#)
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