

Training Coordinator

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Company: Micheldever Group

Location: Micheldever

Category: business-and-financial-operations

Job Summary

Micheldever Tyres are looking for a proactive and coordinated Group **Training Administrator** to support the training team ensuring all training data is captured and that the learning management system works effectively for learners to access and undertake the required training modules across the business.

The role will work to support the Group Learning and Development Team to ensure Inductions, training events, the management of attendees and non-attendees and course listing to provide training statistics to the business.

Some travel will be required to attend key team meetings.

About the role:

Acting as the main administrative point of contact, the successful candidate will:

Administer training events by booking rooms and organise travel/refreshments when required and manage invitations and attendee lists

Obtain attendee lists from HR Business Partners and Trainers to update the learning system

Provide statistics for the business on a monthly and annual basis number of attendees

Be the key administrative contact for any eLearning queries or administration

Support the business with eLearning administration requests such as password resets

This junior role has many avenues for growth and development; this is a unique opportunity for the successful candidate to make this role their own.

About you:

The ideal candidate will have a passion for administration: recording, reviewing and manipulating data to show patterns, progress or highlight areas for concern.

Be a proficient user of Excel to be able to create tables, manipulate data with formulas (SUM, averages and pivot tables).

Previous experience of a Training Management System/eLearning and an understanding of various training organisations (Health and Safety, Compliance and People Skills) is desirable but not essential

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