

Job Title: Training Administrator/Coordinator

Salary: Competitive

Location: Ikoyi. Lagos State

Job Type: Part-time, hours: 8.30am to 5pm

Contract: 3 months

Would you like to work for a highly regarded IT and Management consultancy firm? This exciting new opportunity for an experienced training administrator has come about due to significant growth in opportunities in the Information technology space in Africa with potential of training the future market leaders in main stream IT. We are an independent training provider specialising in Information Technology and Business Design training and looking for someone to join our small friendly team. After an initial induction period you will be responsible for admin duties and co-ordinating the training for our centre.

This opportunity with us will see you using and developing your skill set on a daily basis. If you have experience working within a similar role, managing a number of different stakeholders at any one time this could be the next step in your career. In return you will get the chance to join our company during an exciting period of growth and development, and see your own career develop. This position offers a competitive salary with excellent company benefit scheme working in our Head Office in Ikoyi Lagos State. The main responsibilities will be to provide administration support to the training team.

Experience:

IT industry: 1 year (Preferred)

Administration: 1 year (Preferred)

Requirements:

- Work cross functionally with various stakeholders to identify training needs and create costed training plans and budgets.
- Facilitate the delivery of training, including booking and setting up of rooms/venues for training courses, researching venues with competitive rates.
- Work with internal stakeholders to develop specific training schedules.
- Track spend against the annual budget, working closely with Finance and Procurement teams.
- Complete all record keeping and administrative tasks for the Training Department ensuring that all associated paperwork from Training Records/Audits/Assessments is logged and kept up to date.
- Creation of training packs and preparation of all training materials for both internal and external training courses and supplied to the trainer within the dedicated timescale.
- Maintain training delegate register and documentation.
- Assist in preparing applicable reports as necessary.

- General office duties including filing, photocopying and scanning.
- Responsible for coordinating training events, and the booking of staff on to courses, including dealing with cancellations
- Being the main point of contact for attendees and trainers in respect of training course administration.
- Keeping training records up to date for all staff, and ensuring that certificates are printed and collated.
- To collate training feedback forms and to produce reports accordingly.
- Preparing and distributing training materials to attendees.
- Maintain training Database, control, update and issue of training records
- Phone reception cover.
- Liaising with clients, learners and instructors.
- Experience in liaising with and managing external suppliers' instructors, technology partners.
- Mailing out monthly course lists/newsletters.
- Any other task deemed necessary or required by management

Essential Competencies:

- Self-motivated, flexible, reliable, responsible and trustworthy and have an excellent telephone manner and good organisational skills with the ability to learn quickly.
- A good knowledge of Microsoft Office packages (Excel, work and Office 365) and website experience is also required.
- A team player who can influence others through collaboration; capable of working autonomously with minimum supervision.
- Excellent written and verbal communication skills.
- Excellent planning and organising skills, ideally including financial planning or budgeting.
- Knowledge and understanding of company management systems in order to carry out contract documentation /administration in an efficient manner.
- To communicate in a friendly, helpful and non-prejudicial manner in your dealings with other staff and clients.
- To behave in a professional manner and cooperate with all other members of staff at all times.
- Working together as part of a team.
- Previous Experience working in IT industry (Desirable)