G-TEM

Training and Development Administrator

Overall purpose of the role

The post holder will assist with the continual development of a market leading training and development system, in line with the requirements of ISO30422 (HRM – Learning and Development Management Systems).

The Training & Development Administrator shall assist in developing Personal Development Plans (PDP's) for key roles within the company.

The Training & Development Administrator will also research, source and arrange third party internal and external training activities in support of the business requirements.

The Training & Development Administrator shall provide general administration support for the scheduling of training sessions and review meetings.

Role Responsibilities

- Map out training plans, design and develop training programs.
- Create training materials and programs to address specific business objectives.
- Market available training opportunities to employees and provide necessary information.
- Assist with the design and preparing educational materials.
- Writing reports and keeping records updated.
- Working with employees and department managers to ensure the achievement of training objectives.
- Monitoring and assessing the effectiveness and success of training systems/programs and summarising for the management team.
- Managing employee enrolment for training, scheduling training sessions and organizing the resource to facilitate training programs.
- Ensure the correct training requisition process is used for all training.
- Raising purchase orders for training activities and materials.

Skills & Abilities

- MS Office proficiency
- Familiarity with traditional and modern training methods and techniques
- Ability to track the performance of training programs and write reports.
- Advanced organizational skills with the ability to handle multiple assignments
- Self-motivated with strong communication skills
- Excellent written and verbal communication skills.
- Strong organization, planning and time management skills
- Experience of working in a fast-paced manufacturing environment.

Qualifications, Experience & Personal Profile

- A background in a manufacturing setting would be an advantage
- Enthusiastic individual who can see concurrent tasks through to completion.
- Ability to work on several projects at one time whilst ensuring all deadlines are met
- Practical, down to earth with a determination to resolve problems.
- Creative, lateral thinker with a passion for Training and Development.
- Flexible attitude towards work
- Attention to detail and critical thinking skills.
- Communication, presentation and coaching skills

Package

- This role is based on site at our Gloucester factory
- 25 days holiday (mostly fixed with plant shutdowns) + 8 Bank holidays
- 37.5-hour week Monday to Friday.
- Competitive salary based on experience and skills relevant to role.
- Individual continual personal development plan.
- Work wear provided
- PPE Provided
- Free parking with EV charging

Interested?

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https://g-tem.co.uk/careers/

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Award-winning, world-class manufacturer of automotive body in white components