



Dr. Pendl & Dr. Piswanger Albania, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking for an experienced professional for the position of:

Training and Development Coordinator

JOB SUMMARY

We are looking for a Training and Development Coordinator to join our team! Your role will be extremely important as you will be responsible for training coordination, learning and development activities aligned with and aiming to enhance our competencies and presence in the market. You will be planning and implementing training programs and workshops in a way that is interesting and useful to our partners, collaborators and clients.

The role holder will be the first point of contact for learning and development queries and will be responsible for all related administration, ensuring a get it right first-time ethos is adopted.

Key accountabilities and role outputs

Responsibilities will be developed and finalized over time and will include but will not be restricted to:

LEARNING AND DEVELOPMENT SUPPORT:

- ◆ Following systems and procedures to ensure the efficiency and effectiveness of the service offering.
- ◆ Arranging hospitality, room layout and equipment for participants attending workshops and events, liaison with trainers, booking training rooms, printing and distributing course materials and ensuring required equipment is available and in working order for the efficient running of all relevant events.
- ◆ Ensuring documentation is returned and logged in line with the procedural timelines and reports produced, working with the other members of the people services team as necessary.
- ◆ Developing and maintaining productive working relationships with external partners and collaborators.

GENERAL:

- ◆ Supporting the learning and development partner/ client with projects as required ensuring that all of the information contained on the learning and development document management system is accurate, up-to-date and regularly maintained.
- ◆ Developing and maintaining positive, collaborative working relationships with all staff to sustain the reputation of the people services team as a customer focused function.
- ◆ Attending meetings, taking notes and progressing actions as required.
- ◆ Ensuring that confidentiality and security of sensitive information is maintained and complies with the requirements of the Data Protection Laws and Guidelines.





- ◆ Liaise with subject matter experts regarding instructional design
- ◆ Develop training aids such as manuals and handbooks
- ◆ Apply assessment tools to measure training effectiveness
- ◆ Track and report on training outcomes
- ◆ Maintain training records
- ◆ Handle logistics for training activities including venues and equipment
- ◆ Build quarterly and annual training program
- ◆ Manage the production of program marketing material in collaboration with marketing team
- ◆ Communicate all the training programs on a timely basis

MINIMUM QUALIFICATIONS

- ◆ BS degree in Education, Training, HR or related field

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- ◆ Evidence of strong administrative and organizational skills

Skills

- ◆ Excellent IT skills, including proficiency in the full Microsoft Office suite.
- ◆ Excellent Albanian and English Knowledge
- ◆ Driving License

Abilities

- ◆ Ability to prioritise workload and multi-task effectively
- ◆ Strong team player, able to work effectively with diverse client groups
- ◆ Ability to assimilate information quickly and accurately
- ◆ Ability to work appropriately with highly confidential information
- ◆ Proactive and self-motivated, customer focused with a 'can do' attitude
- ◆ Fluency in speaking and writing both Albanian and English language is a must.

Place of work: Tirana

Interested candidates are invited to send their professional resume until

September 25th, 2021 to the following

e-mail address: aplikime@pendlpiswanger.al

