VACANCY NOTICE

Petrofac

Training Administrator
Ref: IHR0178

Petrofac Training currently has a vacancy for a Training Administrator based within client's premises at Total, Aberdeen. This position is full time and permanent.

Excellent communication skills and a professional telephone manner are essential. Candidates should be able to use their own initiative whilst enjoy working as part of a team. Previous experience within a training company is preferred but not essential.

Duties and responsibilities

- Set up and manage the co-ordination of training events
- Contact suppliers to arrange suitable dates and confirm the order using correct company procedure
- Manage status of all courses and ensure that suppliers are informed of cancellations by correct time to avoid cancellation charges
- Deal with enquiries, bookings in the allocated timeframe, professionally and efficiently
- Keep delegates and company representatives informed of course status
- Generate and send joining instructions in the timescales given
- Notify delegates of any changes and/or cancellations immediately
- Monitor progress of allocated training events for cancellations
- Working up event costs and complete internal process
- Maintain an accurate database and filing system using current company guidelines
- Take responsibility for own workload and support your team at all times
- Develop good customer relations be dealing effectively and pleasantly with all client requests
- Ensure that all company procedures are upheld and any changes required reported accordingly

Minimum experience / skills;

- Confident and skilled within all Microsoft Applications
- Must be self starter
- Enjoy working on their own, administering a busy and varied workload
- Excellent communication & organisational skills
- Ability to work as part of a team
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Applicants:
Please make your application by letter quoting the reference number and enclosing an up-to-date copy of your CV to:

careers@petrofactraining.com

Closing Date: Friday 16th July 2010

Current Petrofac Personnel who are applying for this MUST inform their Petrofac line manager and HR Rep prior to submitting an application for any internal positions.