

Training Events Coordinator

Summary of Position: This fast-paced role is working in a team of 4 people who are responsible for the scheduling and managing of all of our training courses. The role requires someone to have an amazing attention to detail whilst being able to swap from one task to the other frequently, as it is very unusual you can schedule an event from start to finish without waiting for input from the client, the sales team or trainer. Thus a high level of organisation is a must.

Job Title	Training Events Coordinator
Department	Operations
Reports to	Events Team Leader
Hours of work	8.30-5.00 Monday – Friday to Thursday 8.30 – 4.30 Friday (half hour for lunch). Occasional 8am starts will be required.
Place of work	Quanta Office in Worcester
Package extras	Free Parking at Worcester, fully stocked staff kitchen, cycle to work scheme.



Primary Responsibilities

- Timely scheduling and co-ordination of all onsite training courses and consultancy services according to company targets and strategy for delivery levels, timescales and any agreed SLAs
- Liaise with Clients via email, phone and Account Managers regarding event date suitability, whilst collating and recording all necessary information onto the CRM system.
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- Troubleshoot any onsite issues by liaising with the relevant department
- Ordering exams and other resources required for a successful event delivery.
- Contact and book Associate Trainers where needed.
- Update systems and liaise with Quanta Trainers and Associate Trainers to ensure they have all the information they need for their up-and-coming course.
- For face-to-face courses ensure that onsite questionnaires are sent to and returned from the client & checked to ensure the client has everything required to run the event.
- Ensure delegate details for all events you are managing are correct.
- Liaise with the relevant department to ensure pre-course work and courseware for onsite courses have been despatched and received by the client within agreed SLAs.
- If technical kit is required, liaise with IT to confirm the kit delivery has been arranged.
- Provide cover for other areas of the Operations Team, Courseware Department and Reception as and when required.
- Answer incoming phones and reply to general email enquiries
- This fast-paced role is working as part of a small team who are responsible for the scheduling and managing of all of our training courses.



Professional Specification

	Essential	Desirable
Qualifications and Training	Computer literate. MS Office training	Have used Microsoft Dynamics Used a Moodle platform Used SharePoint sites
Experience	Minimum 1 year working in a busy office environment.	Event co-ordination.
Qualities & Attitude	Highly organised, able to work under pressure Ability to communicate effectively with suppliers, clients and colleagues. Excellent Time management skills, and is able to prioritise effectively.	
Product Knowledge		Training or education background

Ready to make a difference and advance your career? Apply now and join us in shaping the future of project management!

Please email your CV and salary expectations to recruitment@quanta.co.uk

No agencies.

www.quanta.co.uk



Why work for Quanta?

Quanta actively encourages personal growth and development promoting authenticity, resilience, emotional intelligence, kindness and collaboration. Here's what some of the team have to say about their experience with Quanta.

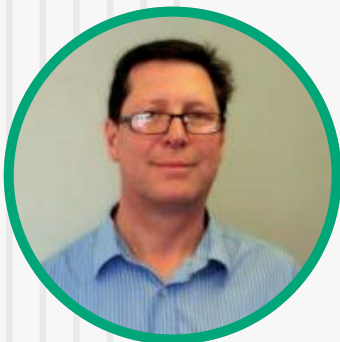
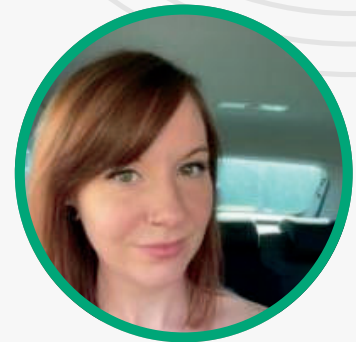


Brian, Trainer

'I've worked for Quanta for over 6 years now. It's a place where I can grow and do my best work. Where the tools to do my best work are provided. A company where I can see the difference I make to our delegates, the company and to my colleagues. I cannot see myself working anywhere else.'

Kelly, Account Manager

'My personal growth has been amazing within my 3 years here. You are accepted for being yourself and your opinions count. There's a great mix of people and every day is varied. You really feel like you're making a difference and helping to improve workplaces with training and support. If you have an open mind and drive to excel in what you do, you'll do well here and have fun along the way!'



Martin, Trainer

'When I started at Quanta (16 years ago) it just felt like the right fit for me. Working for a company with real values that is committed to customers learning is an ethos that I agree with. The directors are hands on and there is a great atmosphere amongst all the staff. Quite simply the best company I've ever worked for.'

Rachel, Account Manager

'Working at Quanta has been like finding the extended family I never knew I needed. Personal growth and development is promoted as much as professional development. Coming to work and having fun... who wouldn't want that?'



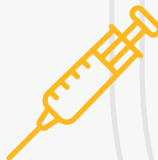
Company Benefits



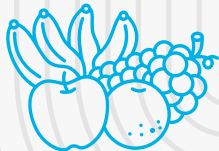
Cycle to Work Scheme



Free Eye Test



Free Seasonal Flu Jab



Free refreshments and fruit daily



Family friendly policies



Hybrid working (role dependant)



Additional holiday after 5 years' service



33 Days Annual Leave including bank holidays



Reservist policy



Free Parking



Company profit share scheme (for all staff not on a commission scheme)



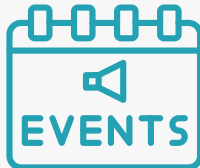
Commission Scheme (sales)



Personal / Professional development



Coaching, Mentoring, training Career development



Annual company social events



Company away days (hiking, canoeing etc)

