



Training Coordinator

Hays • Sydney CBD NSW



Base pay

\$30 - \$70 / hr



Work type

Temporary



Contract type

Permanent

Job details



Date posted

05 Apr 2022



Expiring date

05 Apr 2023



Category

HR & Recruitment



Occupation

Training & Development



Base pay

\$30 - \$70 /hr



Contract type

Permanent



Work type

Temporary



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

Perks

Training

Skills

MICROSOFT OFFICE

TEAM PLAYER

Full job description

Your new company

This construction company is responsible for the delivery of infrastructure that has improved the lives of Australians and New Zealanders for nearly 90 years.

Your new role

This role is part of the P&C team but will work closely with the HSEQ team to deliver exceptional administrative services to operations and focus on continuous improvement. You will help support and administer the HSEQ/Training systems and applications.

Responsibilities:

- Support the P&C and HSEQ teams with the administration of training scheduling and accreditation records
- Maintaining training and accreditation records to achieve program compliance
- Engaging and supporting employees and subcontractors with inductions, training systems and processes
- Coordinating training sessions and ensuring availability of resources and facilities
- Supporting the development and maintenance of in house training

course materials and programs, as well as maintenance of competency frameworks for all roles and training needs analysis

- Building a strong network of key suppliers and industry stakeholder organisations

What you'll need to succeed

You will have a strong administration capability as well as an exceptional attention to detail and high-level verbal, written and interpersonal communication skills. You will have the ability to deliver high quality service to the operational team and you will be a team player with the ability to build long-lasting relationships.

You will have strong systems administration capability including Microsoft Office and Customer Record Management.

Experience in a Training or a Safety role is desirable.

What you'll get in return

In return for your hard work you will get a competitive hourly rate of \$40ph + Super.

This role is temp to perm for the right candidate.

What you need to do now

If you're interested in this role, click 'apply now' or forward an up-to-date copy of your CV to Aran.Martinez@hays.com.au or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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