

Remote Training Coordinator

Part-time/freelance contract

Zest for work is a young, growing organisation that specialises in training and advice with regards to careers and well-being at work. Everything that enables people to work with motivation and energy, that is what we support.

We are looking for a remote **Training Coordinator** to support the smooth roll out of your Trainings on a part-time basis.

The Training Coordinator is a key point of contact to our client leads, trainers, and customers. This is the oil in the logistics process – keeping it smooth for participants and trainers.

Our base is in Eindhoven, where we have a physical office but our team operates remotely from Netherlands, France and South-Africa. Our working language is English with a Dutch accent 😊.

Do you like to arrange (online) meetings in detail and ensure that the course participants have a fantastic learning experience?

Then we are looking for you!

In this role, you are responsible for the planning of, and all logistics activities related to the trainings based on standardized processes. You are part of “client delivery teams” supporting the client leads and directly interacting with the clients on all training logistics related tasks.

Tasks and responsibilities:

- Coordinate all planning and logistics activities for trainings to run smoothly both online and live.
- Point of contact for customers, suppliers, trainers, course participants and cooperation partners for the programs you work on.
- Matching the program schedule with the delivery team availability (Trainer and moderator).
- Make sure that relevant pre-course activities and logistics information reaches the participants (including prework, platform access, assessments...) (Either send directly or via client).
- Share relevant course information with trainers and moderators.
- Brief the selected moderators on their roles.
- For online programs, manage and maintain the online learning platform Learningstone (if applicable).
- Organize the related prework / assessment (if applicable).

- Organize printing or sending of program materials (if applicable).
- Manage course changes, updates and questions.
- Update internal course and delivery tracking systems to ensure oversight of all confirmed activities.

Tasks can be further shaped in line with the incumbents' competencies, ambitions, and good ideas.

Are you our missing link?

Required knowledge and experience:

- You have at least a higher professional education (HBO) working and thinking level. A degree in HRM, Personnel & Labor, Applied Psychology or Educational Science is an advantage but not a necessity.
- You have 1-3 years of experience in a training or event administration.
- You have an advantage if you have previously had a training coordinator role, or played a role in digitalizing learning processes.
- Experience with project management is an advantage.
- You are fluent in English.
- You are proficient in Microsoft Office, have knowledge of online tools and are capable of automating and digitizing processes.

To do this job well you need to thrive and perform well with:

- Planning and logistics. You bring strong organizational and administrative skills.
- Structured operations and logistics processes
- Technology: it is our friend and not our enemy. You can work with new online tools and adapt easily.
- Conflicting priorities: You can navigate multiple projects simultaneously and set your own priorities independently.
- Multiple stakeholders. You like to work with different teams and people, both internally and externally.

It helps if, as a person, you are:

- Detail oriented! You work accurately and like to dot the i's and cross the t's. You are picky on precision and consistency.
- Autonomous. You figure things out and can set your own priorities independently.
- A doer with a strong sense of responsibility and discipline to follow processes.
- Naturally driven to organize, unburden, and offer qualitative support.
- Customer-oriented and hospitable with a positive and friendly attitude.
- Organized and punctual.
- A problem solver that brings creative solutions for every problem.

What do we offer you?

- A people centered organization – we genuinely and wholeheartedly care for people, that’s our core business.
- Space for self-care and recovery to stay as zesty as you can be!
- Being part of our multicultural Zest for Work team, in which trust, and open communication are important characteristics.
- The opportunity to realize your strengths and talents (we will not try to fix you!)
- A fully flexible remote work – Note: if you are based in Cape Town or Eindhoven, happy to offer co-located working sessions regularly.
- Of course, this is compensated at an appropriate rate
- We offer you a freelance contract 20 to 40 hours per month

Other information:

Do you have any questions about the position or our organization? Please contact Jane Simonsen, Online Business Manager, on +31407987332 / +27 76 301 3232

Are you enthusiastic and would you like apply? Then we would like to receive your CV with a cover letter.

The application process:

Mail your CV and short motivation letter to info@zestforwork.com no later than **19 October 2022**. After the closing date we will contact you within 1 week about the rest of the procedure.

If you are selected, we will first conduct a brief telephone screening. If you pass this screening, you will be invited for an online interview.

If we see a match, we will invite you for a follow-up interview with a number of colleagues.

Within the following week, you will hear whether you can be part of the Zest for Work Training Operations Team!