

## **Training Manager Saint Julians, Malta**

**€Competitive**

Coordinate and organise training programmes and schedules across all platforms and identify needs for future programmes.

### **The Company**

Our training delivers new skills, leadership insight and compliance knowledge to learners from entry to senior level. Headquartered in Malta, with offices in London, IGA runs training courses and masterclasses across Europe and further afield. Courses are also provided through our eLearning platform and LMS Learning Management System, which delivers training for individual learners, teams and companies worldwide.

### **Main duties and responsibilities:**

- Compile quarterly report on all executed and upcoming training to the MD
- Upsell and cross sell on all enquires passed on by Head of Sales
- Marketing of Face-to-Face public training courses on Social Media
- Assisting with Marketing emails and content for website
- Receive and coordinate bookings for public training, bespoke packages and Masterclasses via website
- Receive and action all e-Learning purchases, queries or requests
- Coordinate and execute all Face-to-Face and bespoke training sessions – including Needs Analysis, Logistics and Accreditation
- Masterclass logistics and accreditation
- MCAST training including logistics and accreditation
- Liaising and developing strong working relationships with Trainers
- Identify needs or requirements for future training programmes
- Analyse feedback received on all programmes and implement improvements if required
- Aftersales from B2B training and upselling to current clients in conjunction with the Sales Manager
- Any other duties that are relevant to the role

### **Ideally the employee will:**

- Be passionate and strive for excellence in everything they do. They will work to improve, innovate and evolve continuously.
- Be ambitious and be first to make a move. They will have the creativity and courage to seek out and seize opportunities and inspire others to follow.
- Hold a high level of integrity and be open, honest and fair. They will stick to the company's principles, welcome accountability and encourage others to trust their word.
- Be non-discriminatory, inclusive and understand the power of strong relationships. They will value different backgrounds, thoughts and opinions; and treat others with respect.
- Be more than just about making a profit. Be able to work in an environment that celebrates teamwork and success.

### **What we offer:**

- Competitive annual salary
- Inspiring and motivational environment with a great team spirit

To apply, please send an to date copy of your CV to [hr@theconexusgroup.com](mailto:hr@theconexusgroup.com)

Due to the high level of applications we receive we are unable to respond to each application. If you have not heard from us within 3 weeks, then you have been unsuccessful in getting to the next stage.

Important Information: We endeavor to process your personal data in a fair and transparent manner. In applying for this role, The Conexus Group will be acting in your best interest and may contact you in relation to the role, either by email, phone or text message. For more information see our Privacy Policy on our website. It is important you are aware of your individual rights and the provisions the company has put in place to protect your data. If you would like further information on the policy or GDPR please contact us.