



L&D ADMINISTRATOR



ABOUT THE ROLE

Redrow are looking for an individual to provide strong administration support to our Learning & Development Team by assisting with the administration of our National Training Centre in Tamworth. This will include working closely with our internal and external stakeholders to book training courses, coordinate the use of our training facility and support with the administration of our Learning Management System.

The post holder will have excellent organisational and communication skills and the ability to manage time and workload effectively.

Responsible to: Head of Training

KEY RESPONSIBILITIES

- Assist with the administration of our Learning Management System
- Assisting with compiling reports
- Update training records
- Support with the organisation with bookings for training courses
- Support with the coordinating CSCS card compliance
- Handle phone calls and e-mails, and visitors to the training centre
- General administrative duties and support to the Department.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all-times comply with company policies, procedures, and instructions.
- Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.



THE PERSON

What kind of person are we looking for?

- Organised
- Able to communicate clearly and effectively to all personnel
- Previous administration experience
- Literate in the use of IT
- Manages time effectively
- Ability to work individually and within a team
- Knowledge on Apprentices and/or Recruitment is desirable but not essential.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.