

VACANCY – TRAINING DEPARTMENT

An opportunity has become available for a **Training Coordinator** reporting to the **Training Manager**.
The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate all the training activities
- Manage the training related payment functions.
- Liaise with and assist departments with their training needs.
- Maintain skills matrix of departmental training needs.
- Update departments on training requirements.
- Prepare and maintain documentation for submission of Workplace Skills Plan and the Training reports.
- Completion and submission of the Workplace Skills Plan and the Training reports.
- Liaise with the SETA regarding the Workplace Skills Plan and the Training reports.
- Maintain database of internal training
- Attend SDF forums and SDF training.
- Draw up quotations on training requests.
- Reconciling training payments.
- Resolving outstanding training fees and related queries.
- Keeping records of training financial records
- Sending out financial statements to clients.
- Preparing monthly training statistics.
- Conduct moderation of assessment.
- Reporting training center maintenance needs.
- Requesting stock and stationary.

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE

- Must be in possession of a relevant tertiary qualification.
- Minimum 3 years' experience in the training environment.
- Competent in Microsoft excel, Microsoft Word, Microsoft PowerPoint, Microsoft Publisher.
- Ability to communicate with people at all levels.
- Ability to multi-task.



APPLICATIONS

Applications with a covering shortened CV must be submitted to **Careers@lanseria.co.za** by the closing date of 17 December 2021.

Internal and External candidates will be considered. No late applications will be accepted.

Should candidates not be notified of the outcome of their applications within 7 days of closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.