

## VACANCY – TRAINING DEPARTMENT

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

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

- Liaise with training Manager on all training aspects
- Liaising with the internal departments regarding training requirements.
- Liaising with external clients regarding external training requirements.
- Dealing with telephone enquiries.
- Carrying out course bookings.
- Generating invoices for courses booked
- Printing and preparation of course documentation
- Printing of certificates.
- Recordkeeping and updating of student training information:
- Opening of personal files and filing of student's course information and copies of certificates.
- Keeping data updated for each course.
- Filing of course documentation
- Emailing of results to clients.
- Client and customer services:
- Dealing with enquiries of internal and external clients.
- Assisting instructors with course development.
- Conduct and keep records on stock taking.
- Reporting training center maintenance needs.
- Updating the asset register.
- Keeping record of the department meetings.

### PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:

- Must be Bilingual.
- Must be competent in Microsoft excel, Microsoft Word, Microsoft PowerPoint, Microsoft Publisher & Microsoft Outlook.
- Must be in possession of a grade twelve certificate.
- Relevant tertiary qualification
- Minimum 1 years' experience.
- Must be able to communicate with people at all levels.

### **APPLICATIONS**

Applications with a covering shortened CV must be submitted to [Careers@lanseria.co.za](mailto:Careers@lanseria.co.za) by the closing date of **23 January 2024**.

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.