

Learning Services Coordinators

We are looking to recruit a Learning Services Co-ordinator within our Client Services team.

The Oxford Group is a leading global provider of leadership, management development and executive coaching solutions to blue chip international organisations. We are part of the City and Guilds Group who are a global leader in skills development. The Oxford Group have a well-earned reputation for quality, professionalism and working in long term partnerships with our clients.

Responsibilities:

This is a key role where the successful candidate will work as a member of our Client Services team to deliver a wide range of administrative/logistical support to our clients.

This will involve:

- Liaising with clients via email and telephone with regards to training programme logistics
- Proactively participating in project briefings as key member of the project team and creating and maintaining the project plan based on the training programme needs
- Managing the roll out of large scale training programmes after a successful pilot
- Liaising with our external printing provider to ensure the timely production and delivery of training materials
- Setting up and monitoring a number of online training tools and resources
- Setting up our virtual learning sessions on applications such as Webex and Zoom
- Setting up, monitoring and compiling post course evaluations both online and paper based

The requirements

Successful candidates will have experience of:

- Providing a broad range of administrative/logistical support to meet internal and external customer needs
- Planning, organising and prioritising multiple project demands to ensure client deadlines are met
- Working within a team to achieve team targets
- Using a variety of in-house and online computer systems
- Microsoft Office packages i.e. Outlook, Word, Excel and PowerPoint

What we offer:

- Comprehensive induction programme
- Challenging and engaging work across a variety of organisations and industries
- A customer centric, professional and fun working environment