

**** NEW JOB**** A prestigious property company is seeking a People Development Administrator. Paying £20,000 and based in Oxford Circus. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: People Development Administrator

Location: Oxford Circus

Salary: £20,000

To administer and coordinate training for the company and in particular but not exclusively the following:

Training Suite Administration:

- Meet and greet delegates
- Organise room bookings, lunch, room set up
- First point of contact for IT issues within rooms
- Workbook printing for courses/programmes

New Joiner Process:

- Processing new joiner forms

Technology Training:

- Administration of Technology Training
- Liaising with Technology Trainers
- Responsible for Technology Training inbox

Marketing/Communications:

- Assistance with ensuring the marketing and communications for the People Development team are refreshed and consistent

Administration of the Graduate and professional training programmes:

- Assisting with organising graduate training days including but not limited to room bookings, delegate invitations, room preparation, material preparation and answering queries
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Adhoc:

- Maintain all intranet pages belonging to the team

- Setting up, recording and uploading webinars

In addition to the tasks described above, the job holder will be required to support the wider Professional Development team activities.