4402 7007 Training coordinator (m/f/d) - international company | high-performing company  
  
company profile  
Are you looking for a new challenge with varied tasks? Then you've come to the right place!  
  
area of ​​responsibility  
  
-Plan technical training for internal employees  
-Scheduling of trainers and training rooms at home and abroad  
-Preparation of invoices, offers and orders  
- Obtain and evaluate participant feedback  
-Creation of participation confirmations based on templates  
  
requirement profile  
  
- Successfully completed commercial training, e.g. as an industrial clerk (m/f/d)  
-Experience in the mentioned area desirable  
- Good MS Office knowledge  
- Very good knowledge of German and English  
-Teamwork  
-Communication skills  
-Organizational talent  
- Reliable way of working, even under time pressure  
  
Compensation Package  
  
- Taking on responsible tasks  
-Open feedback culture and flat hierarchies  
- Individual and detailed training  
-modern working environment with interesting development opportunities  
-Personal advice and job suggestions based on your wishes and needs  
-Corporate benefits and fitness offers in the form of Gympass  
- Secure job with a performance-related salary and the possibility of being taken on as a permanent employee Industrial clerk None 2023-03-07 15:59:34.809000