	New Links Training Solutions	Form: NLTS JD 001
	Course Administrator	Version 1.0

Title: Course Administrator

Reporting to: Training Director

Main Purpose of the job: Resourcing, Support, Monitoring, Social Media

Employment type: 12 Month Contract

Main Duties:

1. Plan, prepare, update and process training materials in line with business requirements and compliance
2. Monitor the internal communication two way information platform to ensure that tutor and learner communications are managed in a timely and consistent manner.
3. Prepare onsite training rooms for course delivery – room layout, hospitality and supplies.
4. Communicate with, and assist our clients in a courteous and professional manner..
5. Check inventory and ensure that stationery and supplies are kept up to date.
6. Partner with the QA director towards ongoing maintenance of QA standards and contractor compliance; monitor and evaluate QA systems, personnel and activities
7. Prepare reports for QA purposes as required.
8. Update Website content (WordPress)
9. Monitor and update Social Media Platforms
10. Data analysis when required.
11. To approach all tasks with a LEAN mindset in line with the company’s approach to efficiency, conservation and time management (see diagram on page 2).
12. To represent NLTS in a professional, ethical and business-like manner at all times
13. To develop an excellent understanding of the Adult Training environment.
14. Work independently and without supervision following a training period
15. Occasional out of hours may be required
16. Any other tasks as required

Note: some of the duties above are seasonal and conditional to QA activities and QQI certification periods

Essential: Qualifications/attributes: this role will suit a professional who:


- Has the ability to produce written work to an excellent standard of accuracy
- Is methodical with the ability to spot loopholes and efficiency drains on a business
- Is a self- starter who can follow instructions and self-direct daily workload
- Demonstrates a proven ability to meet set targets, multi task and prioritise workload
- Has a keen eye for detail who seeks to align their skills with the demands and standards set by the Quality manager
- Is proficient in MS office to include: Word, Excel, PowerPoint
- At least 4 years experience in an administrative role

Desirable attributes:

- Excellent interpersonal skills
- Excellent communication skills

Hours: 4 X Mornings per week Mon – Thurs (9.30am – 1.30pm)

Rate: TBC – depending on experience

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7 Wastes of Lean



Inventory



Waiting



Defects



Overproduction



Motion



Transportation



Over-processing