

Learning & Development Administrator

The Offer

A new and exciting role for an ambitious Learning and Development Administrator, who would like to further their career and maximise their potential by joining one of Ireland's leading Learning consultancies. Harvest offers a fantastic opportunity to work in a stimulating, fast paced and challenging environment. You will join an elite team of specialists who are passionate about designing and delivering world-class learning solutions for our clients: we love what we do. Our team of experts bring their passion for learning and development to work every day. We strive to ensure that we bring excellence and value to all our client work and use the most up-to-date learning and eLearning methodologies to engage multi-generational learners across various industries and organisations. We offer you a competitive package, ongoing training; and a fun, sociable working environment.

Job Purpose

To contribute to the vision of Harvest "To become the first choice provider, the partner of preference" through providing strong administrative support to all our client engagements.

Key Responsibilities

- Drafting and preparing client training materials and consultancy reports
- Maintaining the Harvest Learning Hub (LMS) for all client training curricula and support the ongoing changing needs as required
- Proofreading and checking materials and documents for brand compliance
- Liaising with our partners to coordinate all of the activities required for the production of client diagnostic profiles
- Assisting and supporting the team with general administration
- Booking and confirming training venues and team accommodation
- Coordinating activities and liaising with our existing vendors to ensure the office is running smoothly on a day-to-day basis
- Actively engages in their own development that will be strongly supported by our Continued Professional Development programme (CPD) "Ancora Imparo"
- Engages and contributes to the Harvest One Team values (We're Partners, We're Open, We're Strategic Thinkers, We're Leaders, We're Passionate and We're Always Blazing a Trail)

Individual Qualities:

- A minimum of 1 year's administrative experience, preferably HR or L&D experience with a business degree or a HR Graduate with 1 year of administration experience
- Ideally 2.1 honours degree in a relevant discipline
- Highly organised and detail-oriented with experience of managing multiple priorities in a fast-paced environment is essential
- Strong interpersonal skills, demonstrating drive and enthusiasm, with ability to work independently as required
- Strong computer literacy, in particular, Excel, PowerPoint and Word, is critical to this role
- Proofreading (grammar, punctuation and brand compliance) skills essential
- Ability to be flexible and work collaboratively in a team environment
- Maintains a consistently calm and focused manner even when under pressure
- A desire to develop a career in Learning and Development
- Experience in training and/or HR would be desirable but not essential

Competencies:

- Professional and proactive
- Work on own initiative
- Deliver to tight and changing timescales
- Outstanding attention to detail (including proof-reading skills)
- Team player

Please send an up to date CV (to include availability for commencement)
milla.clynes@harvest.ie

Harvest Resources Ltd. is an equal opportunities employer