RIT Kosovo™ (A.U.K) Vacancy Notice 04/17

Employment Opportunity

TDI Training Coordinator

RIT Kosovo™ (A.U.K) Training and Development Institute seeks a qualified Training Coordinator who will be responsible for coordination of Business and Management Training offered by TDI.

Job duties include:

• Meet with businesses, organization and institution to promote the training programs
• Plan new classes (existing, new or custom build programs) in area of B&M
• Develop training methodology and curriculum in cooperation with External Associate’s
• Perform administrative tasks in planning, developing, coordination and implementing training services
• Assign instructors and reserve classes. Prepare Instructor/External Associate contracts
• Welcomes clients and guest
• Deals with outbound communication with clients, email and phone correspondence; class promotion via phone, social media, email, and face to face contact
• Prepare student contracts and issue student invoices
• Support students in filling application form, enrolling them to class
• Maintain Learning Management Systems for different programs
• Able to manage client relations through the online system CRM
• Verify obligations are fulfilled by students in order to sit to the class
• Ensures that logistics such as venue and training equipment’s are assigned
• Orders books and other training materials
• Prepares student kits; food and drink coupons as needed
• Prepare certificates and organize certification ceremony if required by client
• Prepare questionnaires/surveys to evaluate class quality and any other post training activities
• Prepare reports to the business clients / Prepare monthly reports
• Work independently while respecting and adhering to all regulations which stipulate the principles through which my work should be viewed (i.e. RIT Kosovo (A.U.K) Policies and Procedures Handbook, RIT Kosovo (A.U.K) TDI Strategy, etc.)
• Performs other duties as assigned

Minimum qualifications:

• Completed Bachelor Degree in area of Business and Management
• Three years’ experience in a similar position, administrative background preferred
• Languages: Professional fluency in written and spoken English and Albanian is essential
• Other qualifications
• Strong inter-personal and communication skills and the ability to work effectively in a fast-moving, multi-cultural environment, are essential.
• Good organizational skills, a smart professional public image, diplomacy, patience, common sense and confidentiality are essential. The incumbent will also have good IT skills, with competence in using Microsoft Office (word processing and spreadsheets) and email.

Please submit your CV, copy of diploma, two professional reference letters and complete the job application form that you need to download from the RIT Kosovo™ (A.U.K) website (click the link under the Employment Opportunities) at:

http://kosovo.rit.edu/home/employment-opportunities.html

Please submit all these documents via email to the Human Resources Office at: hr@auk.org

Most consideration will be given to applications received on or before May 19, 2017 and to RIT Kosovo™ (A.U.K) Alumni.

Only shortlisted candidates will be interviewed.