



Learning and Development Administrator

Location: London, Ontario, CAN

AT DIAMOND AIRCRAFT, WE COMBINE ATTENTION TO DETAIL WITH CUTTING-EDGE TECHNOLOGY AND PIONEERING INNOVATION. OUR DEDICATION TO THE QUALITY OF OUR ENGINEERING AND WORKMANSHIP MAKES OUR AIRCRAFT THE SAFEST IN THEIR CLASS.

Job Summary

The responsibilities of the Learning and Development Administrator are to coordinate employee and management training programs, communicate with participants and training providers (both internal and external), effectively manage the training record database, and assist with developing the most effective programs. As a secondary role, the administrator may be asked to participate, as a co-facilitator, in the delivery of internal training programs.

Responsibilities

- ◆ Ensure that our training programs are engaging and run smoothly.
- ◆ Maintain training records (e.g., trainee lists, schedules, attendance sheets)
- ◆ Book classrooms and ensure they're properly set up
- ◆ Liaison with Supervisors and Managers regarding scheduling employees into training sessions
- ◆ Prepare and disseminate material (e.g., instructional notes, feedback forms)
- ◆ Act as a point-of-contact for training provider and participants
- ◆ Resolve issues as they arise onsite
- ◆ Submit reports on training activities and results
- ◆ Recommend improvements or new programs
- ◆ Participate in creating and implementing new and existing training programs

Skills & Experience:

- ◆ Proven experience as a Training Administrator or similar role
- ◆ Proficient in MS Office; working knowledge of databases and Learning Management Systems (LMS) is a plus
- ◆ Excellent organizational and multitasking ability
- ◆ Outstanding communication skills
- ◆ Strong attention to detail
- ◆ Ability to work under minimal supervision
- ◆ Must be a team player, with initiative, strong sense of responsibility and good judgement
- ◆ Must be highly adaptable to effectively deal with changes

We offer a market-standard salary based on your professional and personal suitability.

If you are interested in this challenging position, we are looking forward receiving your application!

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