


Détail de l'offre : Learning and Development Coordinator with French

Partenaire	 Pontica Solutions
Adresse	38 Cherkovna Street, floor 1, office 4, Sofia, Bulgaria 19 Dimitar Ikonov Street, floor 1, office 1, Varna, Bulgaria 110 Opolska, O3 Business Campus III , floor 4, Kraków , 31-323, Poland
Ville	Sofia, Varna, Burgas, Krakow
Référence	20D1593099023
Titre	Learning and Development Coordinator with French
Description du poste	Communicate with training providers, funding organizations, employees and HR managers to obtain complete information. Collect registration confirmations, formal documents, bills, and presence sheets. Complete training files, reports and satisfaction surveys. Conduct regular research on trainings. Execute an organized, efficient and structured working process.
Type de contrat	Emploi
Métier	Ressources humaines / Formation
Description de la société	Our client is a French company, specialized in designing, organizing and managing trainings for international corporations mainly from the insurance, pharmaceutical and automotive industry. As their business is expanding, they are now looking for motivated professionals to help them organize, administer and coordinate the whole training process.
Localisation	Sofia
Pays	Bulgarie
Profil recherché	Excellent knowledge of French is a must. (English will be an advantage) Experience with CRM or other software. High computer literacy; proficient with Office 365, especially with Excel. Excellent communication and problem-solving skills. Dynamic, innovative and target-driven with the ability to meet deadlines and prioritize.
Expérience	Expérimenté (3-10 ans)
Secteur	Formation et Enseignement Ressources Humaines Administration
Disponibilité	2 mois
Langues	Français