


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

<b>Partenaire</b>	 Pontica Solutions
<b>Adresse</b>	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
<b>Ville</b>	Sofia, Varna, Burgas, Krakow
<b>Référence</b>	20D1593099023
<b>Titre</b>	Learning and Development Coordinator with French
<b>Description du poste</b>	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.
<b>Type de contrat</b>	Emploi
<b>Métier</b>	Ressources humaines / Formation
<b>Description de la société</b>	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.
<b>Localisation</b>	Sofia
<b>Pays</b>	Bulgarie
<b>Profil recherché</b>	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.
<b>Expérience</b>	Expérimenté (3-10 ans)
<b>Secteur</b>	Formation et Enseignement Ressources Humaines Administration
<b>Disponibilité</b>	2 mois