

Learning and Development Coordinator

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Company: Mandarin Oriental Hotel

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Learning and Development Coordinator

Apply now **Position:** Learning and Development Coordinator (Full time #539140)

Property / Office: Mandarin Oriental Bosphorus, Istanbul

Location: Istanbul, Turkey

Duties and Supporting Responsibilities

Organizing in-hotel and out-of-hotel Trainings

Assisting the Learning & Development Manager in the preparation of trainings

Motivating the team

Spreading our vision, mission, core values, pillars throughout the hotel

Assisting the Learning & Development Manager to achieve the goal in LQA, Forbes and Trust You, FLHSS Assessments

Keeping, filing and reporting training records on a regular basis

Provide trainings when necessary under the management of the L&D Manager.

To organise and record regular planned Fire, Health & Safety, First Aid and Food Hygiene training to ensure that all legislation and Safe & Sound Guidelines is adhered to; as well as recorded and reviewed in conjunction with the Director of Facilities & Operational Safety where applicable

To produce and communicate a Learning & Development Calendar encompassing operative, supervisory and managerial Learning & Development activities

To carry out any other reasonable requests as requested by the L&D Manager

Keeping records of interns and taking care of them.

Requirements

Bachelor's degree

Strong written and verbal communication skills in the English language

Excellent overall communication skills

Proficient in Microsoft Excel, Word and power Point

Able to multi-task

Enthusiastic about training, managing and motivating a team

Advertised 19 Apr 2024 GTB Daylight Time

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