



Job Title – Training Coordinator

Location – emarsys

Duration - Full Time

In the past year emarsys has grown exponentially and is a leading Email Platform and Service Provider in the UK with hundreds of international clients and cutting-edge technology. Currently emarsys has offices in London, Vienna, Munich, Berlin, Paris, Zurich Hong Kong and Beijing. As part of its rapid expansion programme emarsys is now looking for a Training Coordinator to drive its growth forward.

More than 900 companies worldwide are among our satisfied customers and send a combined volume of more than 3 billion emails each month using our email platform. We also manage the work for eBay globally, Vodafone, Coca Cola, Canon, Motorola, Honda, Burton, Playboy UK, Zurich Insurance, Deloitte and many more.

Responsibilities:

- Overall coordination of training part of New Markets division
- Setup of training plan together with Trainer/Mentor Team (with input from VPs)
- Coordination of training schedule and attendees
- Educational review of training material
- Collecting and analyzing training feedback
- Working with Trainer/Mentor team to improve training efficiency and effectiveness
- Setting up “emarsys academy”

Requirements:

- The ideal candidate would have previously worked in education/seminar industry, e.g. Seminar Company, Executive Education, or for a university.
- The ideal candidate will have good knowledge in coordinating seminars/courses schedules and content with trainers/lecturers
- The right candidate will have excellent organisational skills, and good multi-tasking abilities.

What We Offer:

- A job with a dynamic and experienced team of professionals
- A company with an international outlook and a good market positioning
- A very fast growing business
- Competitive remuneration
- Laptop, Phone and paid expenses.