

Job title:	Learning & Development Administrator
Department:	HR – Training
Reports to:	Learning & Development Business Partner
Responsible for:	n/a
Location:	Warwick / Hybrid
Hours of Work:	37hpw, 08:00-16:30 Monday to Thursday, 08:00-13:00 Friday
Closing date:	

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To support the Training department with various administrative duties.

Main Duties and Responsibilities:

- Booking training courses based on requests and refresher schedule
- Uploading training records from delegate logs
- Administering attendance, feedback and certification
- Checking new starter paperwork for relevant training
- Booking venues, lunches, refreshments and supplies for training courses
- Creating and filing of certificates and other training documents
- Updating First Aider posters based on training records
- Electronic filing

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria	(E)ssential / (D)esirable
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Knowledge	
• Entry level knowledge of Learning and Development processes	E
• Basic knowledge of GDPR	E
• Knowledge of production and HGV service environments or a similar industry	D

Experience	
• At least 5 years experience of working in an office administration or PA role	E
• At least 3 years experience of Training or HR administration	E
• Knowledge & experience of using an LMS and/or HR system	E
• Knowledge & experience of using Microsoft Office	E

Education / Qualifications	
• Educated to A level or equivalent	E
• Training or HR qualification	D
• Professional qualifications in Microsoft Office	D

Job-related skills & abilities	
• Microsoft Excel, Word, Outlook & PowerPoint at intermediate level	E
• Excellent communication and interpersonal skills both written and verbal	E
• Excellent planning and organisation skills	E
• Ability to prioritise workload effectively with attention to detail	E
• Ability to multi task and deal with a varying workload in type and volume of work	E
• Ability to be resourceful and proactive in dealing with issues that may arise	E
• Self-motivated & proactive	E

Other requirements	
• Ability & willingness to travel throughout the UK	E
• Must complete the following assessment during the recruitment process: <ul style="list-style-type: none"> ○ Excel ○ Word ○ Verbal reasoning 	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____

Manager name _____ Manager signature _____ Date _____

