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# Example of Coordinator Learning Job Description

Our innovative and growing company is searching for experienced candidates for the position of coordinator learning. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator learning

* Assist in training of OSAD staff (including academic mentors) on learning assessment tools, strategies and tactics for meeting the needs of different learners
* Assist and support various Championship Life events throughout the year
* Liaising with hiring managers and creating new starter induction plans
* Booking accommodation and taxi's for new starters where required
* Raise EPR's for all L&D related expenditure
* Booking of rooms and conference facilities for all inductions
* Coordination of training for all salaried, hourly, temporary and permanent hires
* Administering L&D Version Control process to support L&D Standard Operating Procedures across the Delivery Station Network, maintenance of quality training material and a consistent level of course delivery by a regional training team
* General adhoc administration tasks
* Overall as a key member of the delivery arm of Crotonville

## Qualifications for coordinator learning

* Supports the delivery of internal & external development activity by organising the background facilities of development events
* Provides up-to-date information about L&D and Talent management activities and ensures the consistency and accuracy of data, supports the administration of related processes, costs and budget
* Contributes to the design, implementation and use of talent management, development and career frameworks from coordination and system perspective
* Supports the organisation and monitoring of Induction programme
* Answers queries related to the topics above
* Makes sure that all Budapest based employees act according to learning & development related policies