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# Example of Learning & Development Administrator Job Description

Our company is growing rapidly and is looking to fill the role of learning & development administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for learning & development administrator

* Administer certification and cards to colleagues
* Co-ordination of training courses, including sending diary invitations, organising catering and equipment
* Support colleagues with in-house training delivery
* Collate and produce delegate materials
* Maintain records and data
* Processing and tracking of invoice payments
* Support for Graduate events and the Apprenticeship programme
* Assisting with the maintenance of the training pages on the company intranet
* Administrative support for key projects and other ad-hoc duties as and when required
* Liaising with staff and external trainers to ensure the smooth running of events

## Qualifications for learning & development administrator

* Ensure all necessary documentation is completed accurately and is compliant
* Raise PO’s on a regular but also ad hoc basis when needed and follow up the approval to ensure wait times are as less as possible
* Support the Budget and Costing Analyst to help make the process of raising PO’s and managing invoices more seamless
* Help in the day to day management of the spend to record everything has been spent and what is to be spent in the future
* Support in examining all spend to ensure that it is in line with expectations and profiles
* Help track the spending against limit orders to ensure we are on track for budgets for individual vendors