

TRAINING COORDINATOR

Prodesign is seeking a motivated Training Coordinator to join our MQA approval training centre. The successful candidate will be responsible for ensuring the smooth running of our training centre and ensuring a positive experience our clients.

REQUIREMENT

- Degree in Marketing, Business or Management field
- Proven experience as Training Coordinator or similar role (would be an advantage)
- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- A strong commitment to customer service
- Quality consciousness and ability to work well as part of a team

RESPONSIBILITIES

- Coordinating and scheduling learning sessions and events
- Managing logistics, including venue bookings and equipment
- Maintaining accurate records of training attendees and results
- Building and maintaining strong relationships with clients, trainers and stakeholders
- Marketing and promoting the training centre
- Providing administrative support to the training team

- Interested candidates are requested to send their CV and copies of all certificates on admin@prodesign.mu or farahnaz.sairally@prodesign.mu by latest **31 December 2024**.
- Applications received after the closing date will not be considered
- The company reserves the right to call only the best qualified candidates for the selection exercises.
- The company also reserves the right not to proceed with the recruitment.

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