

STATE STREET BANK POLAND IS HIRING A TRAINING ADMIN,ASSOCIATE 1 FOR
PERMANENT UNDEFINED.

Date : 01/06/2016

Job reference : 135246-13948439

Type of contract : Permanent

Localisation : Gdansk 30001, PL

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience : 6 months - 1 year

Company description :

State Street Bank Poland

Job description :

Description of a role:

Maintain administration of training records (e.g. update attendance and test scores on the iLearn System)

Prepare monthly Management Information System (MIS) figures for training completions

Maintain travel and process expenses where appropriate (e.g. booking travel for UK new hires to Poland for training)

Carry out all general administrative duties to support the training function e.g. room bookings, liaising with course participants including sending reminders and escalation, tracking and assigning new hires on new hire training programmes, completion of training reconciliations and support of mandatory compliance training.

Schedule courses on the iLearn System and training calendar

Liaise with trainers to create and issue a weekly 'tip of the week' to the UK GS CSO business

Support the managers of the Career Start Intern Programmes (e.g. Review CVs, contact point for potential candidates)

Maintain Training Pathways (e.g. update pathways on a monthly basis issue to the business)

Identify and report all risk and compliance issues, breaches and suspicious activities

Offer administrative support for employees studying external qualifications (e.g. process EAS applications, track staff progress, liaise with training/qualifications providers, create various reports based on EAS information)

Required profile :

Qualifications:

Very good command of English required.

Education level: High school

To apply : <http://apply.multiposting.fr/jobs/6310/13948439>