

Training Administrator Job Description

- Participating in the planning, development, creation, and implementation of training programs
- Maintaining up-to-date, correct, and accurate training records, such as trainee lists, schedules, attendance sheets, and so on
- Booking classrooms or other appropriate venues and ensuring that they are properly set up
- Overseeing the preparation and dissemination of materials such as instructional notes, feedback forms, and so on
- Serving as a bridge or a point of contact for vendors and participants
- Handling and resolving issues as they arise
- Gathering, filing, and submitting reports as they come up on site
- Ensuring that employees and vendors follow established guidelines and policies.