

Job Title: Auditing and Training Coordinator

Qualification:

- Excellent computer skills, especially in Microsoft Office Suite (including PowerPoint)
- Web savvy
- Excellent Communication skills: both verbal and written
- Excellent time management and organizational skills
- Must be self-motivated

Tasks:

- Administrative/Clerical:
 - Organization of calendars/schedules, and managing of events
 - Organizing client information and projects (i.e. basic client communication and project management)
 - Answering phone calls and communication with clientele (point of contact)
 - Management of information with consultants and trainers

- Computer Skills
 - Preparation of technical reports
 - Preparation of presentations (PowerPoint)
 - Updating webpage and other web-based communication tools
 - Preparation of marketing and communication materials
 - Preparation of documentation(Word and Excel)