

Training Officer

Do you want to work for a market-leading company?

Translate Plus Limited is a fast-growing, award-winning language services and technology company. Over the last 3 years we have won the prestigious Sunday Times Virgin Fast Track 100 award, given to Britain's top 100 private companies with the fastest-growing sales, been ranked by Deloitte as among the 500 fastest growing tech businesses across the whole EMEA region, and included in the Sunday Times SME Export Track 100 list of the British companies with the fastest-growing international sales.

We are very proud of these achievements and are now recruiting to continue the growth of our company even further, by adding exciting new positions to our Eastern Europe office in central Sofia - very close to the Mall of Sofia.

We are looking for an enthusiastic and proactive internal Training Officer to help us communicate our company values, identify current and future training needs, plan and monitor training schedules and run training sessions company-wide.

Responsibilities will include but are not limited to:

- Planning, scheduling and monitoring of training across the company.
- Delivering training on a daily basis for all key areas of the business. This encompasses general training about the company, its approaches to customer service, desired internal working relationships as well as team building exercises. It will also include fundamental IT skills (e.g. our company intranet, Outlook, Microsoft applications, internally developed software), project management and sales training.
- Ensuring training records are up-to-date and ensuring compliance with ISO training obligations.
- Writing training manuals.
- Enhancing training experiences for all staff.

Skills required:

- Experience from a similar role
- Experience from within the language industry (Project Management or Account Management) would be an advantage
- Excellent computer literacy (Microsoft Office) and technical mind-set (knowledge of translation tools and other specialist software will be an advantage)
- Strong organisational skills and very positive attitude
- Excellent command of spoken and written English in order to prepare easy to follow training material
- Educated to degree level (Translation, Languages/Linguistic, Education)
- Knowledge of different training methods will be an advantage

What we offer:

- Career progression possibilities
- Trainings tailored to your needs
- Flexi-time
- Holiday increase
- Weekly fruit and drinks deliveries and monthly breakfast
- Game nights, teambuilding and parties

If you can't wait to become the next member of our successful team, please contact us now – send your CV to tsveta.ilieva@translateplus.com !