



Logistex provide automated materials handling and software (WMS) solutions for warehousing operations, and we are currently seeking a

Training Manager



Reference number: 2023-72

Salary & Benefits: Attractive salary, 264 hours holiday per annum including Bank Holidays, pension scheme, tax free childcare, cycle to work scheme, free parking

Hours: 37.5 Hours 09:00 -17.00pm (Flexible)

Location: Home Based

Contract type: Permanent

Role details: Logistex has an exciting opportunity for a Training Manager to manage the training department to ensure all training requirements within the business are delivered to a high standard and the business is compliant with legislation and regulations.

Responsibilities:

- Follow Company Health and Safety procedures and responsibilities as outlined in the Health & Safety Policy as per section:
 - 3.4 – The Management Team
 - 3.9 – Company Employees
 - 3.12 – The Health & Safety Competent Person
- Manage the training budget in conjunction with Tech Support & Training Manager
- Manage Departmental Team
- Identify training opportunities on customers sites.
- Participate in ESS meetings.
- Management and development of training throughout the business on multiple sites in various locations.
- Process Control.
- Project Liaison – to ensure correct delivery of courses to external customers.
- Departmental workload Prioritising against business requirements.
- Additional Business training reviews.
- Ensure companywide training is delivered and compliant.
- Development of training team.
- Continuous Improvement.
- Train the trainer- Training Officer/Site Team Trainers.
- Liaise with business departments/suppliers around new technologies being implemented by Logistex.
- Ensure all training courses are relevant and current against legislation and regulations.
- Supplier Engagement.

Education and Skills Be educated to Level 3 or equivalent, experience of delivering training to a diverse group of people, have a good level of Engineering knowledge and MHE/Automation is also desirable. Experience of Microsoft PowerPoint, Excel and Word. Comfortable with presenting to large and diverse groups. Have good people management skills.

Closing date: 23rd November 2023

To apply: Please submit your CV and covering letter to careers@logistex.com

Logistex Ltd is an equal opportunities employer and will consider all applications on the basis of their relevant merits and abilities.