



We currently have a vacancy for a:

Learning & Development Specialist (Primal)

ROLE:

- Primarily responsible for planning, organizing and delivering classroom based training sessions in a structured manner.
- Engaging with Line Managers on learning & development needs for their team.
- Co-ordinate and deliver company induction programme to ensure all new employees receive the appropriate induction training whereby they gain an understanding of the Company, policies & procedures, H&S etc.
- Ensuring skills matrix and training records are kept up to date.
- Liaise with external training companies and organise training when required.
- Writing work instructions and assessments to end delivery of training for all staff.
- Support Line Manager and team with ongoing projects.
- Any other duties as and when required.

REQUIREMENTS:

- Relevant 3rd Level Qualification
- 1 year + HR experience desirable
- A keen interest in Learning and Development
- Excellent communication and interpersonal skills
- Strong planning & organising skills with good time management
- Ability to use own initiative
- Ability to work in a confidential environment and deal sensitively with individuals
- Strong IT skill particularly Microsoft Excel
- Ideally a work knowledge of an FMCG specially food manufacturing environment

Application forms are available from the HR department or by email to hr@lindenfoods.com

Closing date for receipt of completed applications is Friday 23rd July 2021.

LINDEN FOODS LTD IS AN EQUAL OPPORTUNITIES EMPLOYER