atrain

We're Global. We're Diverse. We're Cutting Edge. atrain is a dynamic leadership consultancy with offices in Germany, the United States, Hong Kong, Brazil, India and Poland. We support and empower our international clientele worldwide, by designing and delivering highly customized, holistic solutions in the areas of strategic talent management, executive assessment, leadership development, change management, and organizational development. We are motivated by our values of trust, creating an impact for our customers, and open communication. We realize true potential. In people. In organizations.

PROGRAM COORDINATOR

LOCATION: Bamberg, Germany **CONTRACT:** Permanent, Full time (40h/w)/Part time

KEY FEATURES OF THE ROLE

As Program Coordinator, you will be supporting our team of international consultants and external partners in our office in Bamberg and on site at the customer premises:

- Planning, preparation, organisation and follow-up of global trainings, workshops, Assessment and Development Center
- Coordination of appointments with all parties involved (clients, colleagues, external partners)
- Organisation of travel, visa and hotel arrangements
- Close cooperation with office management regarding production and shipping of work related material
- Evaluation and invoicing of projects
- Involvement in internal projects

WHAT WE ARE LOOKING FOR

- Completed commercial training or higher education
- Prior work experience in project planning and coordination
- Fluent in English, German language skills are a plus
- Ability to deal with ambiguity and work under pressure
- Systematic and thorough working style
- Strong communication skills and customer focus
- Excellent computer skills, especially in Microsoft Office (Word, Excel, PowerPoint)
- Willingness and readiness to travel
- Driver's license

WHAT IS IN IT FOR YOU

- Opportunity to work on challenging projects with a high level of responsibility
- Working in small teams in a friendly and supporting environment
- Cooperating with 75 employees from 6 different locations all over the world
- Opportunities for own professional development

If you are interested in this position, please send your full application (resume, motivational letter, relevant certificates) to Irene Bellodi, email address **careers@atrain.de**. Please include your preferred starting date and our reference L-2018-09-ENG-001.