



NHV

Training Coordinator (temporary replacement)

JOB DESCRIPTION

DATE OF ANALYSIS

ANALYST

REPORTS TO

HR/Training
Manager
Training
Manager

DIMENSIONS

Operational Planning Team
Training Management

Location: Ostend/Belgium

OBJECTIVES

To ensure a perfect organized training session for the employees

COMPETENCES

CORE

- Performance motivation
- Flexible
- Initiative
- Teamwork
- Reliability
- Identification with the organization

JOB RELATED

- Stress-resistance
- Planning and organizing
- Managing diversity
- Judgment
- Accuracy

ABOUT NHV GROUP

We are a fast growing Business-to-Business aviation services provider for the offshore & onshore industries. We operate a young fleet of around 60 helicopters in Europe and Africa.

JOB SUMMARY

As a Training Coordinator you are responsible for developing and managing efficient flight crew training rosters. You are a part of Operational Planning Team and you are working very closely with NHV's Training Manager.

RESPONSIBILITIES & MAIN RESULT AREAS

TRAINING COORDINATION AND ADMINISTRATION

- Organizing training slots for pilots, HHO's, HEMS, SAR crew members at NHV bases
- Scheduling of training sessions and notifying all relevant parties
- Managing the roster of the flight simulator training sessions
- Planning external instructors for training and supporting them with their administrative tasks
- Recording all staff's training attendance and keeping training records and files up to date
- Obtaining training records / certificates of previous training or qualifications achieved from new joiners.
- Taking responsibility for ensuring all training rooms / venues, equipment, catering arrangements, and other requirements are booked in advance.
- Keeping required training materials up to date.
- Provide support materials / handouts for training courses and assisting with the creation of those where relevant.
- Document course evaluation (feedback) questionnaires
- Follow up Request for Training forms, overview bonding requirements

INFORMATION SHARING / REPORTING

- Providing other departments and bases with all information about employees for tenders, local audits, ... (e.g. Flight hours' pilots, experience pilots and other personnel information)
- Providing general admin assistance and support to the training manager, instructors
- Maintaining contact with the Belgian Civil Aviation Authorities (BCAA):
 - Providing weekly the trainings schedule of pilots and HHO's
 - Notify the authorities if checks took place abroad

EXPERIENCE

- Bachelor degree
- Relevant planning experience is an advantage
- Work experience in an aviation environment is a plus

SKILLS

- ICT-literate: profound knowledge of MS office
- Languages: English, Dutch and French: professional level
- Excellent communication (oral and written)
- Solution finding / problem solving

Are you interested in this vacancy? Please send your CV and motivation to martinevandervreken@nhv.be