

Learning and Development Administrator

Applications are invited by the Dublin office of MaplesFS for the position of

Learning and Development Administrator

He/she will be responsible for assisting the Learning and Development team (“L&D”) in providing blended global programmes that support employees at MaplesFS.

The successful candidate will undertake all matters of administration including records management, scheduling, coordination, procedural updates and supporting facilitators across the range of training programmes.

He/she will need to be flexible as our programmes range from in-house induction to senior leadership events. To support such diversity the successful candidate will be able to interact with a broad range of stake holders including class participants, managers, facilitators and external vendors.

This role will present constant opportunities for the successful candidate to learn and grow their own experience of HR systems, L&D best practice, e-learning administration and internal communications for a growing professional service firm.

The successful candidate will have excellent organisational skills, possess strong attention to detail and be able to manage time effectively. He/she will have effective problem solving skills and be able to remain calm and polite in demanding situations.

He/she will have excellent communication skills, both verbal and written and be able to deal with all levels of staff. He/she will be proficient in the use of Microsoft applications. Knowledge of L&D is desirable.

The successful candidate will have two years strong administrative experience and having experience of L&D or communications would be an advantage. A Bachelors degree in L&D or Marketing Digital communications would support the activity that the successful candidate will be tasked with.

Qualified applicants should write, enclosing their CVs, to careers.eu@maplesfs.com quoting reference: Dublin – Learning and Development Administrator. Only successful candidates will be contacted.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialized fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.