

The Steep GmbH is a technical service provider with its head-quarters in Bonn and more than 30 locations in Germany and Europe. For years, approximately 800 employees have been successfully advising and supporting industrial and civil clients in the fields of Radar Systems Support, IT Services, System Integration or Training.

Our business unit Training Automotive operates internationally and provides a wide range of services for one of the leading premium OEMs.

We are currently looking for a **TRAINING ADMINISTRATOR**.

Your Role:

You are the first point of contact for the customer's local dealership organization (via telephone and online). This includes:

- Creating and maintaining training plans,
- Organisation and preparation of trainings, coordination of activities with training centers, event locations, hotels and trainers
- Post-processing of training
- Editing and maintaining all relevant data in the Training Management System
- Monitoring the participants' training progress
- Evaluation of data records and creation of reports
- Coordination of editing and printing of training documents
- Invitation management
- Support of virtual classroom trainings

Your Qualifications:

- Qualification in business administration or similar experience
- Native language: Hungarian
- Business fluent in English (spoken and written)
- Good knowledge of general MS Office and PC applications
- Experience with Learning Management Systems is favorable
- Good rhetoric skills and self-confident manner
- Commitment and ability to work independently

What we offer:

- Intensive preparation for your future tasks through qualified onboarding
- Various opportunities for further personal qualification
- Long-standing customer relationships in the premium segment
- International working environment

We can only consider applications in English language. We are looking forward to receiving your online application.