

LEARNING & DEVELOPMENT EXECUTIVE

The Learning & Development Executive is responsible for managing the day-to-day duties of the L&D department, ensuring all communication, both internally and externally is executed in a timely and professional manner. Reporting into the Learning & Development Manager, you will provide confidential support and to the wider HR & Talent team within which this role sits, and assist in key projects and other ad hoc activities to ensure an effective HR and L&D operation.

Scope and Purpose

The Learning and Development Executive is responsible for the prompt co-ordination, administration, communication and/or delivery of all induction, customer service, and statutory training.

You will be the main point of contact for all training enquiries and will communicate and plan the delivery of all L&D initiatives for which this role is responsible including careful organising and scheduling of training space both in-house and externally, where required.

You will act as liaison between Executives, Heads of Department, Managers, Team Members and suppliers, ensuring all training messages are communicated and meetings arranged as requested.

Entry Requirements

The successful candidate will have a passion for talent development and management excellence. You will be an individual who has worked in an environment demonstrating exceptional guest care and who understands what it takes to be the best. You will have exceptional communication and organisation skills, an enquiring mind and creative flair.

- Previous experience in an L&D / training position, preferably from within a hotel / hospitality environment
- A keen interest in training and learning is required
- Effective time and priority management
- Fluency in written & spoken English
- MS Office & Photoshop CC competency
- Excellent attention to detail
- Strong communication skills and ability to adapt your approach dependent upon management level
- Ability to work under pressure
- Pride and attention to detail in your work
- The finest personal presentation
- Distinctive, professional and warm personality

Benefits include:

- Competitive salary
- 28 paid holidays per annum (inc. bank/public holidays)
- Complimentary dry cleaning of uniform
- Complimentary meals on duty
- Discounted Salon, Spa, Food and Beverage and accommodation rates in London and across the Corinthia Hotels International portfolio
- Online benefits platform with extensive discounts on dining, retail etc.
- Professional learning and development programs
- Extensive recognition programs and length of service awards
- Stakeholder pension entitlement
- Season ticket loan
- Childcare voucher scheme

About Corinthia:

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 283 beautifully appointed bedrooms, including 7 penthouses and 47 suites, with 24-hour flexible check-in/check-out, elegant lounges, restaurants and bars and the largest, most breath-taking spa in London.

A career with Corinthia Hotels provides you with a wealth of exposure and experience in genuine hospitality. We believe in delivering a quality service through the execution of high standards as well as the individual contribution of every team member.

Eligibility

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK or be able to obtain such. Documented evidence of eligibility will be required from candidates as part of the recruitment process.