**Operations Training & Compliance Coordinator | Operations Training & Standards Team**

**Job summary (Seek)**

The Operations Training & Compliance Coordinator plays a critical role in supporting the delivery of high-quality training programmes

**Key points (Seek)**

* Competitive package, Life Insurance and FREE onsite parking
* New role in a dynamic team environment
* Supporting the delivery of high-quality training programmes

**What you will be doing**

The Operations Training & Compliance Coordinator plays a critical role in supporting the delivery of high-quality training programmes that enhance the professional and technical development of our operational business units and their teams. By collaborating with operational leaders and stakeholders, the coordinator ensures training needs are identified, training compliance requirements are met, and modern, blended learning solutions are effectively delivered.

As our Coordinator you will also proactively manage office operations, including kitchen and office supplies and coordinate any building maintenance requirements as needed. With support from the OTST Manager you will be the primary point of contact for resolving office-related issues, working collaboratively with internal and external stakeholders.

Your key responsibilities are:

* Proactively manage scheduling for live and virtual training sessions, ensuring smooth communication with participants and facilitators
* Capture training feedback in ourinternal Learning Management System (LMS), providing insights for continuous improvement
* Update the team SharePoint site with training calendars, session information, and key resources under the guidance of the OTST Manager
* Take ownership of office orders, including kitchen and stationery supplies, and efficiently raise purchase orders, requisitions, and work orders
* Assist in the setup and execution of training sessions by welcoming trainees, preparing materials, and ensuring a professional learning environment
* Serve as the primary administrator for the LMS, ensuring data accuracy and generating insightful compliance and performance reports

**What you’ll bring to the role**

At Auckland Airport, we are a busy hive of activity, and a lot of what we look for is how you would align with our AKL values All In | Tātou tatou – How we feel, Know How | Kōkiri Tahi – How we think and Let’s Go | Karawhiua – How we act.

To ensure your success in this role, you will need:

* Diploma or degree in business administration, learning and development, operations management, or equivalent work experience in a related field
* 3+ years of experience coordinating or managing training programs in a complex operational or regulated environment
* Proven experience reconciling training records to ensure compliance and generating performance reports
* Ability to use digital tools for scheduling, communication, and document management (e.g., Outlook, SharePoint, etc.)
* Demonstrated ability to build and maintain strong relationships with internal and external stakeholders at all levels

**About us**

From the arrival of the Tainui Waka into the Manukau Harbour, Auckland Airport has always been a place of journeys. We stand proudly as the gateway to Aotearoa, welcoming travellers beginning their journeys, farewelling Kiwis to new destinations, connecting businesses and workers to new opportunities, and celebrating partners and investors who back us along the way. We have ambitions to be a global hub and a comprehensive development programme to deliver this vision.

With so many moving parts to keep the airport precinct running, it’s our collaboration and passion that keeps everything together. This is what our culture and heritage have been built on. When you work with us, you’ll share our ambition to be a great New Zealand business, and one that’s making a strong contribution to the wellbeing of our communities and economy.

*E mahi ana mātou mō Aotearoa. We are working for New Zealand.*

Auckland Airport is more than just a business. It’s a truly unique place with an important role to play in New Zealand’s recovery. Together we’re its custodians, knowing that the work we do has the power to create positive change for our customers, the community, the environment and for the prosperity of Aotearoa. We’re all about creating a sense of place where everyone can thrive, and one where others aspire to work. We’re a diverse and inclusive workplace and welcome people from all walks of life.

*Whiria te tangata. Our values weave us together. They’re what we stand for, who we are and how we act.*

**Apply today**

It’s our collaboration and passion that keep everything together. This is what our culture and heritage have been built on. When you work with us, you’ll share our ambition to be a great New Zealand business, and one that’s making a strong contribution to the wellbeing of our communities and economy.

If this role sounds like you, we’d love to hear from you. Click the "Apply" button now.

*Attention Recruitment Agencies: Auckland Airport has a Direct Sourcing model and at this point in time we will not require any recruitment agency support for this role.*

Please note that applications will be reviewed continuously throughout the recruitment period, and appointments may be made before the official closing date of the advert.

#WeAreAucklandAirport

#aviationcareers

#MakingJourneysBetter