
Training & Development Co-Ordinator

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems.

Our main office is located in the Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

We deliver excellence in innovation and performance by caring about our relationships – both with our team and our clients.

With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

Benefits:

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging, but rewarding role with on-the job training, working as part of an expert team
- 33 days holiday with additional holidays for long service
- Hybrid/Flexible working opportunities
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

The Role:

We are actively recruiting a Training & Development Co-Ordinator to support with and facilitate the training and development of Metrol personnel. The successful candidate will assist in the training of Metrol staff to develop their careers, develop training and procedure manuals and control these documents, assist R&D in bringing new products to the market by providing technical assistance as required, creating manuals and training courses for new products.

Main Duties:

The Training & Development Co-Ordinator will be required to:

- Provide and/or arrange training as required to all Metrol staff, both practical and online
- Populate, organise and maintain training manuals, procedures, training records and course notes.
- Liaise with all Metrol departments regarding training and upskilling of staff
- Assist with maintenance of competency frameworks and progression pathways within various departments
- Visit offshore installations and participate in offshore work to gain understanding of mobilised systems as and when required
- Assist with recruitment and the on-boarding process, including inductions
- Assist R&D with new product development as required
- Provide cover for HR Advisor for administrative tasks as and when required

Required Skills & Experience:

Our Training & Development Co-Ordinator will require the following knowledge and/or experience:

- Experience in running and maintaining main online databases
- Designing and executing new training plans and processes
- Advanced understanding of well testing operations and engineering.

- Conversant with HSEQ systems and well site safety procedures

Location:

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen. This role may require occasional travel to other Metrol locations.

Apply by email with your full CV to Vacancies-Technical@metrol.co.uk