



## Learning and Development Executive - Cyprus

### The Role:

Are you passionate about supporting organisational growth through the power of learning and development?

If so, we invite you to embark on an exciting journey with us as a Learning & Development Executive. In this role, you will be an active part in shaping and executing our learning initiatives that seamlessly align with the Group's strategic goals, empowering our people to unlock their full potential.

You will actively contribute to the assessment, implementation, and evaluation of diverse learning initiatives, making a substantial impact on the day-to-day operations of our expanding L&D team. From handling L&D requests to offering guidance based on the L&D related practices, your role will also involve fostering strong connections internally within our Group as well as externally with training associates and authorities. Moreover, you will thoroughly analyse learning feedback and surveys, ensuring the consistent delivery of impactful and transformative learning experiences.

Join us in making learning a cornerstone of our organisational success and together, let's create a brighter future where growth knows no bounds.

### The main responsibilities of the position include:

- Help in the assessment of training and development needs through team and individual strategic plans, performance results, surveys, data analytics and communication with managers and employees
- Update and maintain learning and development records ensuring accuracy and completeness
- Assist in the coordination, organisation and administration of various learning and development interventions both internal and external, including physical and online training programs
- Contribute to the preparation of timely L&D reports for progress tracking and effectiveness measurement
- Administer the learning management system and provide support to end-users as required
- Assist in the design and delivery of internal Learning and Development activities
- Administer CPD records and ensures the proper training options are in place to meet annual CPD requirements for each colleague
- Liaise with the Human Resources Development Authority and manage respective training schemes, applications and subsidies
- Assist in the evaluation and analysis of learning interventions through feedback questionnaires and other oral and written assessment methods
- Communicate with external training providers to ensure smooth execution on learning and development activities

- Come up with ideas to further enhance the effectiveness and engagement of the learning interventions and the L&D function in general
- Stay abreast of the latest trends, best practices and emerging technologies in training and development

**Main requirements:**

- BSc in Human Resources, Psychology or any related field.
- At least 2 year experience in a similar role
- Experience in using and administering any L&D employee software
- Experience in using Exelsys Human Capital Software will be a strong plus
- Very good knowledge of Microsoft Office tools
- Excellent oral and written skills in English
- Outstanding organisational and analytical skills
- Strong presentation skills
- Personal gravitas to collaborate with a diverse range of people, including internal stakeholders, colleagues, and training providers
- Keen interest to grow and develop self and other
- Ability to search and evaluate international training options

**Benefit from:**

- Attractive remuneration package plus performance related reward.
- Private health insurance.
- Corporate pension fund.
- Intellectually stimulating work environment.
- Continuous personal development and international training opportunities.

Type of employment: Full time

Location: Limassol, Cyprus

Please visit our website [www.xm.com/careers](http://www.xm.com/careers) to submit your online application for this position.

**All applications will be treated with strict confidentiality!**