

# DAIMLER TRUCK



## We hire: TRAINING ADMINISTRATION & LEARNING MANAGEMENT

Daimler Truck & Bus Romania is looking for *Training Administration & Learning Management* to join our TruckStore team!

The *Training Administration & Learning Management* ensures training management for Retail, trainers, occasionally Wholesale, including the operation of the Learning Management System, mainly German market –plus Bus and Special Trucks internationally –plus trainers globally as well as occasionally wholesale globally.

We would like to get to know you, if you share our values of passion, integrity, respect, discipline and diversity and if you agree, that 'premium' and 'excellence' are attributes not just for our products, but also for your work.

### Responsibilities:

- **Backoffice / Administrative activities (via pool email address):**
  - Letters (e.g., invitation letters, detailed result letters for Certified Service Advisors to participants and supervisors)
  - Standardized preliminary information (via email) with event details to participants
- **Contact for Operations / Participants:**
  - First level support for all training booking topics (including questions about training offerings, mandatory training, certificates, recognitions, reporting, invoicing, etc.)
  - First level support via MBox—from approximately Q1 2025 via ticketing system through ServiceNow
- **Managing Training Course Setup, Bookings, and Training Completion in the Learning Management System including related processes :**
  - Entering training courses on specific dates (providing training templates and dates via specialist department/trainer)
  - Updating training courses based on new information from trainers or specialist departments
  - Booking/rescheduling/canceling participants
  - Concluding events | confirming participation | coordination with trainers/specialist departments
  - Monthly processing of billing lists for forwarding to the specialist department

### Training and qualification :

- 1–2 years of experience in managing training-related administrative tasks is preferred
- University degree

### Technical knowledge:

- Required language skills: German and English (fluent)
- Advanced knowledge MSOffice

### Soft skills/individual competence:

- Result oriented towards action
- Flexible, open, willing to learn, adaptable, team player
- Able to work independently and autonomously
- Communication and interpersonal skills
- Customer-oriented
- German and English speaker

We would like to get to know you.  
[recrutareDTBR@daimlertruck.com](mailto:recrutareDTBR@daimlertruck.com)

We work for all who keep the world moving. Interested? Check out our career website & become part of Daimler Truck AG



#for all who keep the world moving

# MAKE YOUR MOVE