



AGS GROUP

French Speaking IT Trainer

AGS is the leading French international mobility group.

We are a key player in the mobility (local and international) of executives, diplomats, civil servants, or members of international organisations, as well as the private sector. Through our AGS Records Management brand, we are able to offer businesses, financial institutions, and governments with high quality physical and digital archiving solutions.

An essential goal underpins the actions of AGS: the complete satisfaction of our customers. Our strength lies in our knowledge of the market, our discipline, our customer orientation, and our geographical availability.

AGS is a dynamic group which offers its employees real prospects for career development within the company. Our wealth results from the know-how and professionalism of our employees.

We are currently recruiting an **IT Trainer** to be based in **Zagreb, Croatia**.

POST DESCRIPTION:

You will be working within a close-knit, multinational team, covering the IT Training needs of a network of over 100 branches all around the world.

Most training is conducted online, but there will also be the potential for physical visits to branches.

Your day-to-day duties will include, but not necessarily be limited to:

- Scheduling and conducting training in industry-specific software to users, so that they have the knowledge to use it in their daily work
- Offering assistance to these same users if they run into difficulties
- Creating reports on the use of IT tools by branches
- Proactively identifying the training needs of these branches based upon these reports
- Producing training material
- Testing new IT Tools prior to release to branches

All training that you need for this position will be provided on the job, so do not be put off if you have not previously held such a role before. The type of person is much more important to us than their job history.

Importantly, the work we do is rarely boring, and you will enjoy communicating with colleagues all over the world.

The successful candidate will begin work in September 2022.

CANDIDATE PROFILE:

Essential Skills:

- You are a fluent English-speaker (C1 or C2)
- You are comfortable explaining difficult concepts in simple terms
- You enjoy problem solving
- You enjoy working in a team
- You have patience
- You are a good user of Microsoft Office
- You are organised and can meet deadlines
- You are happy to continually learn new things that will be a part of your job
- You can juggle multiple tasks and prioritise when necessary
- You can actively engage and enthuse people, but can keep a calm head if something goes awry

Desirable Skills:

- You are a fluent French-speaker (C1 or C2)
- You are fluent in any other languages
- You have a background in the removals and logistics industries
- You are talented at video editing
- You are a proficient user of graphic design and/or animation software
- You are proficient at web design and/or web marketing
- You have a more advanced understanding of IT and networks
- You have a background in project management, marketing, and/or communication

- You have teaching experience (e.g., primary school, secondary school, language school, private tutor, etc.)

Are you interested?

To apply, please send us the following (in English) to jobs.international@mobilitas.org:

- A short letter of motivation explaining why you are a great fit for this job, with a well-argued reasoning for why you meet our essential and desirable skills
- An up-to-date CV (Europass format is preferable)
- Your LinkedIn profile, professional website, and/or any other professional online presence that you have

General Recruitment Terms

Although we appreciate all applications, we can only correspond with short listed candidates. Should you not have received feedback on your application within four weeks of applying, please consider your application unsuccessful. AGS reserves the right to withdraw any advertised vacancies at any time and at its own discretion, as well as the right to not make a placement. Unsolicited submissions from recruitment agents will not be considered. The interviewing and appointment process will take place in accordance with the AGS Group's policies and procedures and may involve several steps.

By submitting your application, you agree and consent to the processing, administration and archiving of your personal data contained in your CV and other application documents, in accordance with the relevant legislation (as may be amended) for the purposes of registration and recruitment of candidates.

AGS strongly promotes diversity in our workforce, and applications from all sectors of society are encouraged. However, as an inherent requirement of the position, the successful candidate must have the right to live and work in the country of posting.