



Pro-Design Engineering Consultants Ltd is hiring a Training Centre
Coordinator!

Prodesign is a consulting engineering firm that has consistently embraced new technology and is well-versed in the benefits of green buildings. Over the last 26 years, the company has worked with both public and private sector clients, and is now recognised as the top local provider of Mechanical, Electrical and Public health (MEP) engineering as well as green building design.

Situated at First Floor Building No. 2 Valentina Industrial Estate, Phoenix

Duties are as follows:

- Coordinating and scheduling training sessions and events
- Managing logistics, including venue bookings and equipment
- Maintaining accurate records of training attendees and results
- Building and maintaining strong relationships with clients, trainers and stakeholders
- Marketing the training centre and promoting its services
- Providing administrative support to the training team

We are currently looking for degree holders in Marketing or Management field

Duration: Full time

Experience: (Optional) Fresh Graduates

Remuneration: YEP Programme

Working Days/ Time: Monday to Friday- 8:30 to 4:45pm

Send your CV/ Motivation Letter on: farahnaz.sairally@prodesign.mu/admin@prodesign.mu

By: **30 July 2023**

Learn more on their company: www.prodesign.mu/