



## **Exams Coordinator**

Starting salary -Negotiable depending on knowledge, skills and experience  
Watford Office

EAL is the specialist skills partner and awarding organisation for industry. We are committed to investing in the industries we serve and the careers of the people working within them. Through industry partnerships and years of experience supporting our core sectors, we have built unrivalled knowledge and understanding of employer skills needs. As a result, EAL's skills solutions and qualifications are respected and chosen by employers to deliver real career benefits for all our learners.

Collaboration is the cornerstone of everything we do. Our long-term partnerships with employers, professional bodies and our parent organisation Semta help us offer qualifications and skills solutions that are fine-tuned for the needs of our sectors. For our learners this delivers added value and underpins their careers in industry.

### **Purpose of the Role-**

The Exams Coordinator will be responsible for producing, setting up and delivering new examinations to agreed quality, processes and targets, to meet internal and external requirements, including those of the regulatory bodies.

The Examinations Coordinator is responsible for maintaining existing examinations and providing high quality support to customers accessing examinations and responding to enquiries, managing issues raised by customers and highlighting risks to their manager and team.

### **Knowledge/ Skills/ Experience -**

#### **Essential requirements to be effective in the role**

- Setting up and checking data to create products and/or materials to a quality standard
- IT literate with strong MS Office skills
- Experienced in data input
- Working collaboratively across different teams/departments
- Ability to work to in an accuracy and deadline critical environment
- Confident, but professional in their approach when dealing with customers

#### **Desirable Requirements**

- Maths and English GCSE's or equivalent
- Project management
- Solutions orientated
- Gathering and interpreting data
- Influencing and persuading skills
- Report writing

Action orientated and highly proactive with the ability to work with an increasing degree of autonomy to coordinate/manage a portfolio of examinations end to end.

For further details and an Application form please contact Emily Williams on email [HR@Semta.org.uk](mailto:HR@Semta.org.uk), or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date for applications will be 25<sup>th</sup> January 2018.

***Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***