
Hamro Jobs

Human Resource / Org. Development
Mitra-Park, Kathmandu
<https://www.hamrojobs.com.np>

Training Coordinator

Basic Information

Job Category : Human Resource / Org. Development

Job Level : Mid Level

No. Of Vacancies : 1

Employment Type : Full Time

Job Location : Mitra-Park, Kathmandu

Offered Salary : 15000 - 25000

Apply Before : 2024-05-11 (8 Days, 2 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : Master Degree Highly Prefer

Experience Required : Greater Than 1 Years

Other Specification

- Bachelor's Degree more advantage Master Degree
 - Must have Valid bike licence and bike
 - Good Camunication Skill
 - Good Negotiable skill
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Job Description

- Identifying training needs according to the vision of the department
- Based on department vision and research, plan and implement training programs
- Recruit trainers
- Lead, teach, onboard and evaluate trainer's performance
- Make other trainers's schedules
- Build monthly, quarterly and annual training program
- Finding corporate, Internal and student training opportunities
- Oversee trainee's attendance and performance
- Track and report on training outcomes
- Track trainee's payment, success and progress
- Prepare pass out trainees for placement and internship
- Manage the production of program marketing material in collaboration with marketing and brand team
- Communicate all the training programs on a timely basis
- Prepare and deliver training courses
- Plan and manage training budget
- Map out training plans for corporate and business house
- Identify training needs for internal staff
- Research and evaluate training software programs to automate the administrative functions of the department
- Attend conference related to training and development