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## Hamro Jobs

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

### Training Coordinator

### Basic Information

Job Category : Human Resource / Org. Development

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Job Level : Mid Level

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No. Of Vacancies : 1

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Employment Type : Full Time

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Job Location : Mitra-Park, Kathmandu

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Offered Salary : 15000 - 25000

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Apply Before : 2024-05-11 ( 8 Days, 18 Hours From Now )

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### Job Specification

Education Level : Bachelor Degree

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Education Required : Master Degree Highly Prefer

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Experience Required : Greater Than 1 Years

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## **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