

培训与发展副经理/高级主任

ADM

任职要求：

1. Minimum 5 years in HR or training field in sizable foreign invested companies
2. Min 2 years in supervisory position
3. Training design and delivery experience, for min 24 days of delivery per year
4. Training management experience for min. 1 year
5. Well-versed in management theories and practices
6. Updated knowledge in management and training trend
7. People Skill (E)
8. Presentation skill (E)
9. Facilitation Skill (E)
10. Analytical and problem solving skills (E)
11. Planning and organizing skills (E)
12. Project Management, Customer relationship management (D)
13. Open and honest
14. Proactive
15. Result oriented and cost conscious
16. Able to work under pressure
17. Customer Orientation

岗位描述：

1. Assist in formulation and implementation of the annual training plan
2. Provide internal consultancy by working closely with line managers on the identification & analysis of training & development needs
3. Per identified needs, working together with the training & development manager, design and deliver in-house training & development program
4. When required, coordinate with relevant institutes and consultants for professional service to meet the training & development needs in a timely & cost effective manner
5. Communicate and promote the training & development plan to and gain buy-in from line managers (in a formal and more importantly in an informal manner) to ensure that line managers are aware of the benefits they can derived from these works
6. Coordinate and organize the training delivery with quality
7. Keep track of training records and follow up actions
8. Assist in formulation of the culture development plan and implementation