



PR/109373 | Sr. Executive - Training

Job Information

Recruiter

JAC Recruitment India

Job ID

1543462

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 13:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title Training coordinator (Sr. Executive) **Department** Training **REPORTING TO** Asst. Manager -Training dept. **PRIME FUNCTION** **JOB DESCRIPTION / RESPONSIBILITIES** **Induction /OJT** Responsible to conduct Contract/Neem induction training & evaluation **Training MIS Updating** Responsible to update the all training records (Calendar, Training details, Training hours & Employee training plan) **DOJO Training** Responsible to conduct the DOJO Training for new joiners / existing employees **Audit preparation** Responsible to prepare the required data for Internal / Customer / System audits **Refresher Training** Organize Re-Trainings / Refresher Trainings as per the requirements. **Training Feedback evaluation** Need to evaluate the training feedback ratings to check the training effectiveness **Maintain Training Records** Need to maintain all the training records effectively, (Attendance sheet, Feedback and other records) **Kaizen** Implement Kaizens as per the Target **Hiyari Hatto updating** Need to give Hiyari Hatto as per target **REQUIREMENTS** **Knowledge** 1. MS Office tools (Word, Excel & PPT)
2. About Measuring instruments and process
3. Manufacturing process knowledge
4. Basics on IATF & , ISO14001:2015
5. 5S Awareness
6. QCC / Kaizen **Year's of experience** 5-7 years **Skills** 1. Good Training Skills
2. Good communication skill
3. Good Presentation skill
4. Good documentation skills **Qualification** DME / Degree

Company Description