

PR/124128 | Training Staff

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1616780

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 09:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Requirements:

- Bachelor's Degree (S1) in Human Resource Management, Psychology, Management, Education, or a related field
- Minimum 3 years of experience in Training & Development, Human Resources Development, or Organizational Development.
- Strong knowledge and hands-on experience in Training Needs Analysis (TNA), Training Administration, Competency Mapping, Training Matrix Development, Learning Effectiveness Evaluation, and HR Analytics.
- Proficient in English communication and computer applications (Microsoft Office and related HR systems).

Responsibilities:

- Analyze training needs and competency gaps to develop and deliver effective learning and development programs.

- Coordinate internal and external training activities, including training providers, resources, schedules, and logistics.
- Maintain training records, monitor competency development, and evaluate training effectiveness.
- Develop and update training materials, including manuals, handbooks, and learning guides.
- Review skill maps, assess qualification requirements, and support employee competency development initiatives.
- Manage training budgets, costs, and reporting through integrated systems.
- Build and maintain strong relationships with employees, managers, trainers, and external vendors.
- Recommend training programs, development initiatives, training providers, and learning methodologies.
- Collect and analyze competency and development data from relevant departments.
- Ensure accurate, reliable, and auditable training documentation and records.
- Support internal and external audits related to training, competency management, and organizational development.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description