



PR/109373 | Sr. Executive - Training

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメントインド

## 求人ID

1543462

## 業種

その他（商社）

## 雇用形態

正社員

## 勤務地

インド

## 給与

経験考慮の上、応相談

## 更新日

2025年06月17日 13:01

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

**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

