



PR/159278 | Learning and Development coordinator

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 マレーシア

求人ID

1548255

業種

小売

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年08月20日 06:00

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

COMPANY OVERVIEW

A leading global omnichannel retailer seeks a Learning and Development Coordinator to train new and promoted retail PICs, manage the Supervisor Development Programme, support retail operations, maintain training records, and collaborate with managers. The role includes identifying trainer stores, supporting new store openings, developing the company E-Learning platform, and updating training resources.

JOB RESPONSIBILITIES:

- Induct and train new and promoted retail PICs on company policies and procedures through tailored training plans and management courses.
- Follow up with trained PICs to confirm their understanding of company policies and procedures.
- Manage the Supervisor Development Programme to ensure proper induction into new roles.
- Support retail operations to deliver high levels of customer service and provide action plans for underperforming stores.

- Maintain accurate training records on a monthly basis.
- Collaborate with In-Country Managers and Area Managers to address specific training issues.
- Build successful working relationships with head office personnel.
- Identify trainer stores to welcome and train new team members and retail PICs.
- Support new store openings, including recruitment, training, team inductions, and retail support.
- Develop and manage the JD E-Learning platform to meet training and reporting needs.
- Ensure training resources are up to date, including the JD Intranet.
- Support retail during peak trade periods to achieve targets.

JOB REQUIREMENTS

- Bachelor's degree qualification
- Proficiency in written and spoken English.
- Willingness to travel across SEA.
- Preferably from the retail industry with strong expertise in delivering customer service training.
- High standards of conduct, performance, and reliability.
- Strong organizational skills.
- Professional demeanor with drive and enthusiasm.
- Effective communication at all levels.
- Familiarity with Office applications (Word, Excel, PowerPoint) is advantageous but not necessary as training will be provided.

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会社説明