

PR/124128 | Training Staff

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 インドネシア

求人ID
1616780

業種
その他（メーカー）

雇用形態
正社員

勤務地
インドネシア

給与
経験考慮の上、応相談

更新日
2026年10月27日 11:00

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
無し

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

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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会社説明