

Executive, Training & Development

Ref no: CP0090

No of Vacancy: 01

Job Grade: Executive, Training & Development – People

Job Context:

- To develop and sustain a professional, dedicated training solution – to deliver total exposure of all appropriate training needs
- To monitor and facilitate knowledge acquisition and reporting on the efficacy of programs and involvements in accomplishing the long-term skills developmental goals/ objectives

Qualifications:

- Liaison with existing employees to clarify job description and related expectations.
- Drafting instructional manuals, onboarding materials and other relevant documentation.
- Coordinating external training as the need arises.
- Communicate training needs and online resources
- Develop training strategies, calendar and content
- Coordinate and communicate with both internal and external trainers for instructional training
- Maintain a database of all training materials
- Conduct and arrange employee training programs.
- Prepare training calendar based on the focused area of the organization
- Ensure availability of all the logistics materials needed in a training session.
- Any other responsibilities assigned by the supervisor as and when required.

Employment Status: Full Time

Requirements:

- BBA/MBA from a well reputed university.
- 1 year of demonstrable experience as a training officer or executive

Job Location: Dhaka

Salary: As per company policy

Please send your updated CV along with cover letter mentioning " **Executive, Training & Development - People** " in subject line at career@paperfly.com.bd within 30th September, 2021.