



JOB DESCRIPTION

Job Title	Trainer, Essential Training
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Job Purpose and Content

- Provides technical training courses for employees and/or customers
- Collaborates with employees, customers, and functional organizations to develop course content specifications
- Prepares lesson plans utilizing engineering documentation, field service requirements, or procedures
- Collaborates with engineering, technical support, and manufacturing to ensure that course material accurately reflects current training needs
- Delivers instruction to participants through classroom lectures and on-site settings when necessary
- Maintains records and reports on completed courses, absences, issues, etc
- Observes and evaluates the outcomes of training programs
- Determines the overall effectiveness of programs and makes necessary improvements
- Other duties as assigned

Requirements

- Degree or diploma in Business Studies/Training or its equivalent with at least 1 year of related experience
- Prior experience as a technical trainer or conducting training is preferred
- Proficiency in modern training techniques and tools for technical subjects
- Experience in designing or preparing technical course content
- The ability to customize course content to address specific training needs and identifying skill gaps
- Familiarity with various teaching methods and approaches is essential
- Proficiency in MS Office, particularly PowerPoint, is necessary
- Excellent communication with strong public speaking skills
- Good interpersonal and time management skills
- A meticulous, organized and resourceful team player

We regret that only shortlisted candidates will be notified.

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Date Created:

Job Reference Number: