



PR/094409 | Senior Executive, Workforce Planning and Training

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512611

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are working with our client, an established local tech firm, who are seeking a Learning & Development Executive capable of reviewing and implementing the company's training initiatives

Responsibilities:

- Conduct learning needs analysis to identify knowledge and skill gaps
- Source for and onboard training providers
- Develop and implement company learning initiatives including workshops, e-learning, and focus group sessions
- Conduct post-training evaluation to understand effectiveness of trainings
- Make suggestions on how to improve trainings based on evaluation

- Maintain accurate training records

Requirements:

- Bachelor's Degree in HR Management is preferred
- ACTA/ACLP certification preferred
- 2 years experience in an L&D role
- Experience in curriculum design, content development, and classroom facilitation
- Proficiency in content creation tools such as Adobe, Canva, etc
- Strong interpersonal and communication skills

If you are interested in this role, please click on **Apply Now** or send your updated CV to kaiwei.lin@jac-recruitment.com.

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22105483

Lin Kai Wei

#LI-JACSG

#countrysingapore

Company Description