



PR/108738 | AM / DM - HR & Admin (Learning & Development)

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1513720

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 22:00

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

Position: AM/DM - HR & Admin (Learning & Development)

Location – Greater Noida

Job responsibility:

HR Generalist: The candidate must have strong experience in Data MIS and dashboard creation (mandatory).

Responsible for the design, delivery, and management of training programs for the organization

Identifying training needs, developing training materials, delivering training sessions, and evaluating the effectiveness of training programs

Must have strong instructional design skills and the ability to create engaging and effective training content

Should be able to deliver training in a variety of formats, such as classroom-based, online, and on-the-job

Able to work with cross-functional teams, managing trainers, and influencing the adoption of new training initiatives

Responsible for budgeting, reporting, and driving continuous improvement of the training function

Facilitates employee growth by providing training on required key skills for existing Employees to succeed in their careers.

Scheduling & conducting training sessions for new batches & active employees.

Observing & identifying any areas of improvement

Preparing procedures & policies by Developing Modules

Company Description