

---

## Hamro Jobs

---

Human Resource / Org. Development  
Mitra-Park, Kathmandu  
<https://www.hamrojobs.com.np>

### Training Coordinator

### Basic Information

Job Category : Human Resource / Org. Development

---

Job Level : Mid Level

---

No. Of Vacancies : 1

---

Employment Type : Full Time

---

Job Location : Mitra-Park, Kathmandu

---

Offered Salary : 15000 - 25000

---

Apply Before : 2024-05-11 ( 7 Days, 22 Hours From Now )

---

### Job Specification

Education Level : Bachelor Degree

---

Education Required : Master Degree Highly Prefer

---

Experience Required : Greater Than 1 Years

---

## **Other Specification**

- Bachelor's Degree more advantage Master Degree
  - Must have Valid bike licence and bike
  - Good Camunication Skill
  - Good Negotiable skill
- 

## **Job Description**

- Identifying training needs according to the vision of the department
- Based on department vision and research, plan and implement training programs
- Recruit trainers
- Lead, teach, onboard and evaluate trainer's performance
- Make other trainers's schedules
- Build monthly, quarterly and annual training program
- Finding corporate, Internal and student training opportunities
- Oversee trainee's attendance and performance
- Track and report on training outcomes
- Track trainee's payment, success and progress
- Prepare pass out trainees for placement and internship
- Manage the production of program marketing material in collaboration with marketing and brand team
- Communicate all the training programs on a timely basis
- Prepare and deliver training courses
- Plan and manage training budget
- Map out training plans for corporate and business house
- Identify training needs for internal staff
- Research and evaluate training software programs to automate the administrative functions of the department
- Attend conference related to training and development