

Join US!

Assistant Manager (BPM-BPI & Training)

Responsibilities ;

- Ensure that every department's essential business knowledge is available for personnel to learn.
- Develop training analysis findings to support initiatives or improve training programs to dynamically serve business objectives.
- Work with the Manager to understand each core departmental activity so that you can develop training materials either video and PPT that will help new or existing employees comprehend and adhere to each activity's main directions.
- Work with the Manager to establish a core training curriculum, Applicant itself may serve as the program's trainer.
- To ensure that the training course is beneficial for the intended audience, continue to improve your presentation and material-creation skills.
- Collaborating with all relevant stakeholders to develop training programs and materials that effectively employ system knowledge step by step.
- Examine the main objective of the training course to determine areas for improvement that will aid in achieving its main objective.

Qualifications ;

- Bachelor's degree or higher in any fields.
- At least 3 years experience as Improvement Process or related fields.
- At least 1-2 years of experience in Training.
- Able to design training courses, training kits and training material.
- Proficient in English communication skills.
- Logical thinking & well project management.



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