

## Training Coordinator - Assistant

- **Vacancy for:** 1
- **Posted on:** Aug. 6, 2018
- **Deadline:** Aug. 21, 2018, 10:30 p.m.

### Basic Job Information

Job Category	: Human Resource /Org. Development
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 16,000 - 18,000 Monthly

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Should have good attitude
- Should be outspoken and possess good convincing skills
- Should be able to work under pressure
- Should have good presentation skill
- Should possess pleasant personality and positive attitude.
- Should possess good communication and interpersonal skill
- Should be proficient in computer skills (Email, Internet, Ms. Word, Ms. Excel, Ms. PowerPoint etc.)
- Should have smart and cheerful nature
- Should possess two wheelers

### Job Description

- Assist in conducting different programs (training, seminars, placement day, college recruitment, tours, events) according to the requirement of the client
- Responsible for co-ordination of the trainings associated with the delivery of the training modules
- Ensure the deliverance of good customer services regarding the candidate relation services
- Assist in regular client visit and payment follow-ups
- Efficiently and effectively handle the queries and create one stop solution to the candidates
- Meet the target as given by the concerned authority in a stipulated period of time
- Perform other task assigned by the concerned authority

### Salary offered, Benefits and more:

- In addition to gross salary, benefits such as provident fund, leave facility, gratuity, communication allowance, medical insurance, accidental insurance, subsidizes lunch, festival bonus from the date of join.
- Dynamic and challenging working environment for better learning and career growth opportunity
- Good working culture and environment

### Applying Procedure

Apply Link : <https://merojob.com/training-coordinator-15/>

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