

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. 16,000.00 - 18,000.00 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
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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
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Applying Procedure

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

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