



TRAINING COORDINATOR

Responsibilities

1. Plan, schedule, coordinate and manage courses assigned.
2. Facilitate course and training (registration, enquiry, data entry, room setup).
3. Handle course and public enquiry (phone / face to face).
4. Provide excellent and timely internal and external customer service.
5. Provide training support to trainer and trainees.
6. Perform month-end reconciliation of account for each course.
7. Maintain professional image and provide professional service at all times.
8. Support and execute necessary plans to achieve course KPIs.
9. Perform duties and responsibilities in accordance with SOP.
10. Assist in other assignments and ad hoc matters as assigned.

Requirements

- Minimum GCE 'O' Level and above.
- Preferably 1 to 2 years of experience in training / customer service field.
- Fresh Diploma holders are welcome to apply.
- Proficient in MS Office applications.
- Good interpersonal and communication skills.
- Excellent phone etiquette.
- Able to multi-task and work in a culturally diverse environment.
- Excellent planning, organization and coordination skills.
- Detail-oriented, flexible and able to work under pressure.
- Positive and willing to learn.

Other Information

- Working Location : Toa Payoh

- 5-day work week, Mondays to Fridays : 9.00am to 6.30pm / 1.00pm to 10.00pm (staggered shifts)

Interested candidates are invited to submit a comprehensive resume, stating the expected salary and date of availability to <state email address>.

We regret that only shortlisted candidates will be notified.