
Trainers - Technical and Soft skills

Position Description

Position : Trainers - Technical and Soft skills

Location : PACE office or Client Locations – Pan India

Experience : 2-10 years experience in similar roles

JOB RESPONSIBILITIES

Prepares employees to accomplish job results by planning, conducting, and evaluating both Technical and Soft skill trainings. Also responsible for selling training services to clients

JOB DUTIES

- Conducts Technical and Soft skill trainings needs assessment by collecting information pertaining to work procedures, work flow, and reports; understanding job-specific functions and tasks.
- Determines system utilization requirements by researching and testing systems.
- Designs Technical and Soft skill trainings data by identifying and describing information needs; using desktop publishing; submitting initial versions for review; revising and editing final copy.
- Maintains safe and healthy training environment by following organization standards and legal regulations.
- Conducts training classes by presenting job-specific, company-specific, and generic classes
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

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- Maintains quality service by establishing and enforcing organization standards.
 - Evaluates training by evaluating effectiveness of training to specific job applications.
 - Maintains knowledge by attending educational workshops; reviewing publications.
 - Contributes to team effort by accomplishing related results as needed.

SKILLS AND QUALIFICATIONS

Presentation Skills, Written Communication, Training , Training Management, Technical Zeal, Self-Development, Technical Leadership, Presenting Technical and soft skills Information, Self-Confidence, Dealing with Complexity, Microsoft Office Skills

MBA in HR with relevant experience
BE degree will be preferred