

JOB TITLE	TRAINING COORDINATOR
REPORTS TO	GENERAL MANAGER
<p>JOB PURPOSE: The role is responsible for assessing and identifying the training needs, designing the training program and implementation of the program and eventually evaluating the sales team performance, productivity and talents within the Orient Group (Life Assurance, Asset Management and General Insurance).</p>	
<p>KEY TASKS, DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Identifying future training needs and creating a curriculum to facilitate the training. • Searching for gaps in training content and materials that need updates to generate higher productivity for the sales team. • Researching new training materials that can enhance a firm’s training procedures while providing value to the sales team and employees. • Setting up development programs to address performance gaps with the sales teams. • Liaising with existing staff to clarify job descriptions and related expectations. • Drafting instructional manuals, onboarding materials, and other relevant documentation. • Administering regular and detailed needs assessments to identify skills deficits. • Orienting new hires to their function within the grand scheme, as well as established company standards. • Addressing skills deficits through tailored in-house training. • Ability to conduct thorough needs assessments to gauge training needs. • Coordinating external training as the need arises. • Monitoring staffs performance by liaising with line managers and department heads. • Avail as a sounding board for all employees with the explicit aim of improving their orientation and training. 	
<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • A Bachelor’s degree in business related from a recognized university. • Professional Qualifications in Insurance, Investment and Marketing. • Qualification in Instruction and learning design is an added advantage. • Strong desktop and in-person research, presentation, and reporting skills. • Excellent verbal and written communication. • Proven track record of boosting company growth through training. • 3 years of working experience in Training and Marketing 	



HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly

[Click Here](#) and apply on or before **Monday, March 18, 2024**.