

Position / Job Title	Trainer
Grade	Officer
Function	Training & Development
Division	TIOL
Location	PAN India
Gender	Male
Age	28-35 Years
Education	Graduate & above, preferred MBA
Experience	<ul style="list-style-type: none"> Training Experience: A minimum of 2–7 years of experience in soft skills, logistics, and behavioral training. Skilling Cycle Knowledge: Comprehensive understanding of training cycles, including mobilization, training, placement, and post-placement support. Industry Expertise: Prior experience in logistics is preferable. Experience in conducting activity-based training programs is essential. A background in the sales training industry will be an added advantage.
No. of Vacancies	04
Experience	02-07 Yrs.
Salary Band	Officer Salary bracket
New Position/Replacement (pls specify)	New Hiring

Job Purpose

- Training:** Expertise in logistics, communication, email etiquette, and personality development.
- Organizational Insight:** Ability to understand organizational requirements and conduct market trend analysis.
- Field Visits:** Conduct visits to beneficiaries to ensure exposure to workplace culture and norms.

Key Responsibilities	Deliverables/outcomes
Training & Development	<ul style="list-style-type: none"> Candidate Motivation and Training: Inspire potential candidates to participate in training programs. Conduct training and development sessions following established SOPs and prepare candidates for placement assistance. Flexibility and Travel: Ability to embrace challenges and travel to various locations as required. Instructional Delivery: Facilitate theory classes across different subjects effectively. Driving Supervision: Oversee and supervise trainees' driving performance with a focus on fuel efficiency and safe driving practices. Performance Evaluation: Assess and evaluate the performance of trainees to ensure progress and readiness. Professionalism: Exhibit exemplary personal conduct and adhere to ethical business practices.

Key Responsibilities	Deliverables/outcomes
	<ul style="list-style-type: none"> Documentation: Maintain seamless and accurate documentation for selected trainee assistance

Essential Skills required in Candidate (Functional)

Training, Skilling, National Occupational Standards, NSDC, Learning & Development, Classroom training, On the Job Training, Sales Training

Reporting Relationship

(Kindly draw a broad structure w.r.t candidate reporting in your function/div)

SIGN-OFF

Signature

Name/Division