

	Human Resources (Talent Acquisition)	DOC.:
	JOB DESCRIPTION (all fields mandatory)	Rev.No: Eff.Dt: Page No.:

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
<ul style="list-style-type: none"> • 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.

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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	