

JOB DESCRIPTION

Trainer

- A. Conduct training sessions and assessments for employees at arrival and as & when required
- B. Develop training content to facilitate functioning of new employee considering his job description, experience and role in organization. That will include
 - *Documentation training pertaining to every applicable SOP*
 - *Regulatory guidelines training*
- C. Review and centralized finalization of all SOPs and Forms.
- D. Synchronization of systems and processes across locations, through training programs.
- E. Continuous up-gradation of training systems, as per updated requirements.