

## Job Profile for a Training Co-ordinator

### Key Role in the area of training:

- Assist technical trainer in preparation of training content modules by playing an active role of writing, deploying and revising the content module for sound English language.
- Use various techniques like media and graphical management and other techniques to make the content eye catching and easy to understand.
- Overall responsible for Handling and management of Training Management Software by playing an active key role of Training Management System Administrator.
- Co-ordination, planing, organization and Management of External Training, Classroom Training and webinars as per internal as well as external client requirement.

### Basic Skills and Abilities:

- Computer knowledge (Word, excel,ppt, mail, internet), comfortable with software handling, excellent communication and coordination skill in English.

### Minimum Education Training and Experience Required:

- A minimum of graduate in commerce / Arts or equivalent education unless demonstrated competence through work experience.
- Experienced in Content Writing / Graduation in English literature will be given priority.
- Handling of any other assigned administrative tasks.