



## **Senior Executive, Learning & Development**

Our client, SGX listed, is looking for a Senior L&D Exec to join their HR team.

### **Responsibilities**

- Support the end-to-end training management of the Group
  - Plan, coordinate and evaluation of training programs
  - Coordination of overall training calendar for the Group
  - Application for government funding and grants
  - Vendor management – sourcing, coordination and evaluation of vendors/trainers
  - Prepare training specifications and requirements for vendor sourcing
  - Tracking and reporting of training statistics
  - Government funding
- Conduct Learning Needs Analysis - work with stakeholders to identify learning needs and training requirements
- Support in implementation of strategies and initiatives to support the learning and development needs of the organization
- End-to-end Training Management
- Support in the design and implementation of Training Roadmap of select functional groups
- Support in the rollout of the Learning Management System across the Group
- Assist in facilitation of selected in-house courses

### **Prerequisites**

- A good degree in Business Admin or HR preferred
- Min. 2 years of experience in Learning & Development
- Must be effectively bilingual in English and Mandarin (both spoken and written)
- Able to communicate clearly and work with a wide range of stakeholders
- Excellent with details, well organized and has strong time management skills
- Able to work effectively using MS Excel to analyze training statistics
- High energy level, able to multitask and work in a fast pace environment
- Proactive, positive and strives for personal excellence

**All applications will be treated with the highest level of confidentiality.**