



Senior / Executive, Learning & Organization Development

Our Client is a leading organization in the service sector with established footprint in the region. The organization offers good career advancement and progression opportunities.

Come and be part of a HR team that has won numerous reputable industry-wide HR accolades!

Responsibilities

- Manage the scholarship and talent management platform of the organization
 - Marketing and publicity of Scholarship programs and Awards to potential applicants
 - Overall management of assessments and selection of both internal and external applicants
 - Bond Management and performance tracking of awardees
- Participate in the design and implementation of the Talent Attraction Strategy
- Manage the related aspect of the Talent Management program
- Management of internships, industrial attachments and holiday attachments
 - Coordinate with institutions and stakeholders on internships and student attachments
 - Manage overall process and payments
- Coordination and management of training schemes
- Tracking and reporting on statistics
- Supports in implementation of strategies and initiatives to support the learning and organization development needs of the Group

Prerequisites

- Degree in Business Admin or HR preferred
- Minimum 2-3 years of experience in Learning & Development
- Familiarity in using psychometric tools or assessment centres preferred
- Able to converse in both English and Mandarin effectively
- Able to communicate clearly and work with a wide range of stakeholders
- Excellent with detail, well organised and possess strong time management skills
- 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.