

Interview

Training Coordinator 2020 to 2024 Graduates May to June 2025

Job Description:

The Training Coordinator is responsible for planning, organizing, and facilitating training programs for employees within the company. This role involves coordinating training schedules, developing training materials, and ensuring that employees receive the necessary training to enhance their skills and knowledge. The Training Coordinator works closely with managers, subject matter experts, and related teams to deliver effective training solutions that align with the company's goals and objectives.

Key Responsibilities:

- Schedule and coordinate all kinds of training sessions.
- Facilitate and coordinate logistics for training sessions, including allotting spaces, arranging equipment, and preparing materials.
- Communicate training schedules and details to employees and managers.
- Maintain training records, including attendance, assessment results, and feedback.
- Monitor and evaluate the effectiveness of training programs through surveys, feedback, and performance metrics.
- Prepare reports on training activities and outcomes for management review.
- Serve as the point of contact for training-related inquiries and issues.
- Maintain and conduct regular audits for training team's assets.
- Recommend and implement improvements to training programs based on feedback and evaluation results.
- Creating and monitoring process flow for all the programs and events.

Required Skills:

- Excellent communication and presentation skills.
- Creative and critical thinking skills.
- Proficiency in Microsoft office tools.
- Ability to work independently and collaboratively in a fast-paced environment.
- Passionate about learning and development.
- Adaptable and open to new ideas and approaches.
- Strong interpersonal skills and the ability to build relationships at all levels of the organization.

**Eligibility Criteria:**

- 0 - 2+ years of experience in relevant role. Freshers can also apply.
- Any degree with a minimum of 65% in all academic (HSC mandatory).
- No gaps of any kind.
- Graduates between 2020 and 2024.

Working Conditions:

- This position typically operates in an office environment.
- Full-time position, typically Monday to Friday.
- Flexibility to work outside regular business hours when necessary

Interested and Eligible candidates can share your resume to recruitment.chn@syncfusion.com on or before June 30th, 2025.

Note: - Those who attended the interview already are not eligible for this interview.