



Job responsibilities

- Responsible for managing and coordinating full spectrum of employee training activities.
- Develop and plan the learning & development calendar and activities aligned with the company's business priorities, operation needs and training gaps.
- Source, drive and maintain the delivery of in-house and external learning programs according to the needs of the stakeholders.
- Conduct the Training Needs Analysis for all departments and come out with the training plan.
- Review and fine-tune existing learning & development policies, learning programs & plan and training budget.
- Conduct internal trainings/workshops, including but not limited to new hire orientation.
- Responsible for HRDF account management including grant and claim application.
- Acting as key driver and custodian for any talent management program to motivate and build the competence of employees.
- Partner and involve organizational leadership in the facilitation of curriculum.
- Effectively use adult learning principles to maximize effectiveness of training.
- Relate course material to actual on the job tasks and ensure development of these competencies.
- Facilitate and support performance management exercise.
- Periodically audit the training process, incorporate feedback and make revisions.
- Keep abreast of developments and trends in the training industry, and apply knowledge of new developments into the training programs, as appropriate.
- Involve in other HR projects as assigned.
- Produce and maintain training records in our Learning Management System with 100% accuracy.

Job requirements

- Candidate must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree in Human Resource Management or equivalent academic background.
- At least 3 Year(s) of hands-on working experience in training capacity, well-versed in electronics environment and equipped with some technical knowledge.
- Experience as Internal auditor, well versed in Industrial Standard, Technical Upskilling Program, Leadership Development & LEAN.
- Excellent communication, interpersonal, strong leadership, independent and a team player.
- Familiar with traditional and modern training methods.
- Strong report writing skill, presentation skill, record keeping ability and computer skills

Contact

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