

## JOB DESCRIPTION

<b>JOB TITLE</b>	Training Administrator
<b>JOB LOCATION</b>	Jurong Island, Singapore
<b>JOB RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Pre and Post Co-ordination of courses &amp; certifications</li> <li>• smooth training registration for both internal and external courses</li> <li>• liaise with participants on course confirmation or any course changes</li> <li>• ensure Personal Protective Equipments (PPEs) being issued are returned on the last day of the course</li> <li>• co-ordination of classroom facilities</li> <li>• co-ordination of training materials and resources</li> <li>• co-ordination and/or printing of course certifications</li> <li>• other training admin duties as required</li> <li>• Handle other ad-hoc assignments as required</li> </ul>	
<b>JOB REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Min GCE O level/ NITEC/ Diploma in any discipline</li> <li>• At least 1-3 years' relevant experience in customer service or call centre environment, fresh graduates are welcome to apply</li> <li>• Proficient in Microsoft Office Application</li> <li>• Possess initiative, committed and ability to multi task, work within tight deadlines and under pressure</li> <li>• Good teamwork, interpersonal, verbal or written communication skills</li> <li>• Possess strong analytical and problem solving skills</li> <li>• A positive and customer oriented mindset</li> </ul>	