Associate for Talent Development

JOB PURPOSE
The Associate for Talent Development is responsible to support the talent development activities, i.e., recruit, train, develop and communicate with employees (and potential employees), to achieve personal and/or professional growth that will drive sustainable business results.

Dimension and Scope

a. STRATEGIC
   • Perform job analysis and conduct regular consultation with managers and immediate superiors
   • Research new technologies and methodologies in workplace learning
   • Support employee engagement activities

b. ADMINISTRATIVE
   • Execute training and development programs
   • Monitor the progress of trainees and training needs
   • Coordinate with external stakeholders for out-of-office activities

c. CUSTOMER SERVICE FOCUS
   • Develop relationships and maintain clear communication with the team and other departments in the organization.

SKILLS and ATTRIBUTES
• interpersonal skills
• communication
• independence and self-drive
• organized and attentive to details
• ability to anticipate or proactive
• creativity and resourcefulness
• strong commitment to team spirit
• computer literate

EDUCATIONAL BACKGROUND
• Bachelor's Degree in Psychology, Human Resources Development or Organization Development

EXPERIENCE
• With knowledge in MS office and other business software and applications
• Exposure to related role is a bonus