

Training Development Coordinator

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

Overview

Our client, a leading consumer goods manufacturer, is looking for a Learning Development Coordinator to join their team. **Duties and responsibilities include but are not subject to:**

Recruitment of top talent for all Company Departments, utilizing advertising campaigns, school and

university relationships, and website presence to promote employment opportunities

Partner with recruiters to assist and support recruiting activities, including posting job requisitions screening resumes, phone screening for qualifications and Screening candidates in preliminary interviews for final interviews by Heads of Departments

Assist in onboarding documentation requirements for newly hired employees

Conduct new employee orientation by welcoming new staff member to 260 Brands, providing tours,

writing welcome memos, assigning mentors, providing company swag, ensuring new staff's IT and

computer needs are accommodated, ordering Employee IDs, etc.

Deliver new employee introduction training for all new staff by presenting on company vision, mission,

history, core business activities, company values, brand guidelines, using the server and how

to use

Outlook

Support Human Resources Manager with implementation of an organizational culture that is positive,

nurtures talent and helps staff feel a part of a successful, purpose driven business and to see impact

they're having in through the work they do

Support Human Resources Manager with engagement, motivation and preservation of human capital,

including dissemination of employee engagement surveys, coordinating team building events, etc.

Ensure he/she is the first point of contact for inquiries regarding talent development activities

Support training initiatives including, but not limited to: assessing training needs of staff, coordinating

training events (venue arrangements, materials, catering, etc.) and delivering regular internal training on

topics of areas of knowledge/expertise

Provide day to day support for talent processes including talent reviews, succession planning, career

planning, and leadership and career development programs and workshops

Support departmental heads with creating, documenting and filing evaluation forms, conducting and

analyzing regular performance evaluations of individual employees or groups of employees to measure

their progress toward meeting goals and achieving objectives

Providing coaching and feedback to employees on how they can improve their performance

Skills

Excellent communicator in written and verbal form, articulate and able to communicate succinct points

Extremely versatile, dedicated to efficient productivity; highly organized individual who is able to manage multiple projects and prioritize effectively; disciplined, shows attention to detail, and follows up with relevant stakeholders doggedly to ensure the right results

A sophisticated mix of emotional intelligence, open-mindedness, judgment, discretion, diplomacy, and political acumen, which enables the CoS to interact with powerful direct reports to the CEO and board members with confidence and poise

Need to be a quick learner and adapt to new and changing responsibilities that meets the company's strategic requirements

Nimble business mind with a focus on developing creative solutions

Can anticipate problems and is especially sensitive to issues that require diplomacy

Good listener and capable

Qualifications

Degree in Human Resources or a related field

3-5+ years' experience in progressively responsible human resource roles preferably in a manufacturing environment, including combined 2+ years of experience in Labor Relations and Employee Relations and 3+ years of experience in a supervisory role.

Broad knowledge and skills in Human Resources principles and practices including knowledge of Employment Code Act, staffing and recruitment practices, compensation & benefits, employee relations, policy development and implementation and supporting diversity.

Strong PC application skills including MS Office programs such as Word, Excel and PowerPoint

Member of ZIHRM.

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