



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.



## **WE ARE HIRING!!!**

**POSITION : Senior Training & Development Officer (1 position)**  
**(Permanent)**

### **Responsibilities :**

- Assist to develop, improve, and maintain competency management system.
- Assist to improve and maintain JD system.
- Facilitate other functions in competency gap assessment.
- Initiate and develop training road map and individual development plan (IDP).
- Conduct training need survey.
- Establish Corporate Training Plan.
- Arrange internal and external training program.
- Facilitate and monitor the training process.
- Monitor and maintain the availability of training information system.
- Monitor the submission of training report to DSD.
- Analyze and establish training evaluation report.
- Leverages multiple digital platforms to support the learning journey.
- Support other activities regarding the TTC e.g. scholarship, internship, events.

### **Qualifications:**

- Bachelor's degree Human Resources of related fields.
- Minimum 5 years.
- Good skills in the English language, listening, speaking and writing.
- Good Skills in MS Office (Word, Excel, Power point), HRIS.
- Having certificate ISO 9001 Lead Auditor Certificate is advantage.
- Knowledge of HROD, Skill Development Act, ISO 9001, 14001 and 45001.

**Location:** Bangpakong Office, Chachoengsao.

### **Contract Us**

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