Career Café2Go!

L1 Communications Trainer

Job Description:

- Facilitate curriculum
- Ensure that the materials, venue, and facilities are ready for training
- Manage the class in order to maintain a conductive and effective learning environment for trainees

Requirements:

- Candidate must possess at least a Bachelor’s Degree
- Work experience as English Teacher
- Superior English written and verbal communication skills
- Must have a strong facilitation and presentation skills
- Must possess analytical problem solving skills
- Must have good people management and motivational skills
- Knowledge in MS Word, Excel and PowerPoint applications
- Must be willing to work flexible schedules
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REPORTING SPECIALIST

Job Description:

- Generates data and creates performance reports for the programs
- Provides accurate reports in timely manner used in analyzing team and site performance

Requirements:

- Candidate must possess at least Bachelor’s Degree, preferably in Mathematics, Statistics or Computer Science
- Fundamental understanding for reporting process, ability to use math principles, charts and graphs
- Proficient in MS Applications specifically in MS Excel
- Must be willing to work shifting schedules

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