

## Learning & Development Coordinator

[Apply Now](#)

Company: Anantara

Location: dubai

Category: other-general

### Job Description

#### Training Strategy and Planning:

- Assist in identifying the training needs of the hotel.
- Coordinate and track all training being carried out in the hotel on an ongoing basis.

#### Training Operations:

- Preparing all training materials and documents for training class.
- Coordinate for room arrangement, coffee break and ensure training room is ready before class starting.
- Lead the Orientation process for all new team members.
- Follow up Job Task Inventory Training Check List and Team member Orientation Check List.
- Update Training Attendance Record correctly.
- Design attractive training activity board and update regularly.
- Support departmental trainers, and coordinate training delivered by department trainees.
- Observe Daily 15-minute Training and Departmental Training and submit the weekly report to Training Manager.
- Handle local student trainee and international internship trainee program.
- Prepare Training Monthly Report to Training Manager.
- Proper filling training documents and attendance record.
- Submit Training Report to the Department of Skill Development before 60 days after training class.

Qualifications At least 2-3 years

Good command of spoken and written English

Excellent computer skills (Microsoft Word, Excel, Outlook Express, Internet, e-mail)

Positive attitude with excellent interpersonal skill#J-18808-Ljbffr

[Apply Now](#)

#### Cross References and Citations:

1. [Learning & Development Coordinator RomaniaajobsJobs dubaRomaniaajobs](#)
2. [Learning & Development Coordinator Highestpayingjobs Jobs dubai Highestpayingjobs](#)
3. [Learning & Development Coordinator Androidjobs Jobs dubaiAndroidjobs](#)
4. [Learning & Development Coordinator Thejobsnearme Jobs dubaiThejobsnearme](#)
5. [Learning & Development Coordinator Biomedicaljobs Jobs dubaBiomedicaljobs](#)
6. [Learning & Development Coordinator CarejobsJobs dubaCarejobs](#)
7. [Learning & Development Coordinator Mexicojobs Jobs dubaMexicojobs](#)
8. [Learning & Development Coordinator TransportationjobsJobs dubai Transportationjobs](#)
9. [Learning & Development Coordinator Therapistjobs Jobs dubaiTherapistjobs](#)
10. [Learning & Development CoordinatorJobspro Jobs dubaiJobspro](#)
11. [Learning & Development CoordinatorBouncerjobsJobs dubaBouncerjobs](#)
12. [Learning & Development CoordinatorSeojobs Jobs dubaSeojobs](#)
13. [Learning & Development CoordinatorMobileappjobsJobs dubaMobileappjobs](#)
14. [Learning & Development CoordinatorJobspakistan Jobs dubaiJobspakistan](#)
15. [Learning & Development CoordinatorAutomationjobs Jobs dubaiAutomationjobs](#)
16. [Learning & Development CoordinatoSearchamericanjobs Jobs dubai Searchamericanjobs](#)
17. [Learning & Development CoordinatorNewyorkcareerhub Jobs dubai Newyorkcareerhub](#)
18. [Learning & Development CoordinatorAustraliajobscareerJobs dubai Australiajobscareer](#)

19. **Learning & development coordinator Jobs Dubai** ↗
20. **AMP Version of Learning & development coordinator** ↗
21. **Learning & development coordinator Dubai Jobs** ↗
22. **Learning & development coordinator Jobs Dubai** ↗
23. **Learning & development coordinator Job Search** ↗
24. **Learning & development coordinator Search** ↗
25. **Learning & development coordinator Find Jobs** ↗

Source: <https://ae.expertini.com/jobs/job/learning-development-coordinator-dubai-anantara-1968-27035/>

Generated on: 2024-04-30 by Expertini.Com