

Learning & Development Coordinator

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Company: Minor Hotels Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities:

- Submit Training Report to the Department of Skill Development before 60 days after training class.
- Follow up Job Task Inventory Training Check List and Team member Orientation Check List.
- Coordinate for room arrangement, coffee break and ensure training room is ready before class starting.
- Support departmental trainers, and coordinate training delivered by department trainees.
- Handle local student trainee and international internship trainee program.
- Observe Daily 15-minute Training and Departmental Training and submit the weekly report to Training Manager.
- Preparing all training materials and documents for training class.
- Coordinate and track all training being carried out in the hotel on an ongoing basis.

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