

Technical Training Administrator Jobs In Dubai | Cummins Inc

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Company: Cummins Inc

Location: dubai

Category: other-general

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Reception Duties.: Registration, Facility Safety briefing, Breakfast & Lunch planning, Transport arrangement, JAFZA gate pass Co-ordination, Internet access setup. etc.

Admin & Management of CST System : Online course compliance report for each participant, Providing Service ID & Necessary access & PC for class room CVC access, Attendance & CST update for Scores, Printing of Certificates. Release & update Training Schedule on CST. Issue of Promo ID & Update Technician Active / Inactive status as & when required.

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Responsibilities

Develop Training Calendar based on GAP analysis, Customer Requests, Training demand from OEM, BU's & Distributors.

Training Delivery Documentation & Audit : Maintain Training record of Scorecard, Attendance, JSA & Certificates as per defined Training process. Keep documentation ready for BVQI- Internal & external audit.

Accounts & Finance : Submit Training offers / Quote after scrutinizing Training Requirement, Receive PO, Generate Invoice & track for receivables, Liaise with Finance department for compliance.

Training center procurement : Stationary, PPE's, Tools & equipment's, Training development procurements – Obtain Quote, negotiate, Release PO & supplies and maintain documentations.

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Requirement

High school diploma or certificate of completion of secondary education or equivalent experience to the extent such experience meets applicable regulations.

Plans and aligns & Action Oriented – Planning and prioritizing work to meet deadlines aligned with organizational goals. Taking on new opportunities and difficult tasks with a sense of urgency, high energy, and enthusiasm

Customer focus – Building strong customer relationships and delivering customer-centric solutions. Ensures accountability – Holding self and others accountable to meet commitments.

Data Communication and Visualization – Constructs a tale of the business problem, root cause, solution options, and opportunities through illustrating data visually, including reports and dashboards.

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