

Training Officer / Assistant Training Officer

Responsibilities:

- Identify training needs, designing, conducting and evaluating training courses and activities
- Deliver the training and development strategies
- Prepare and update training materials and administrative support
- Handle projects as assigned
- Perform any other ad hoc duties

Requirements:

- High Diploma or above
- Minimum 2 years' solid experience in training, retail training experiences will be advance
- Strong drive in implementing training to support business
- Good interpersonal & communication skills in dealing with different levels of people
- Proficiency in Chinese Word Processing and MS. Office
- Good command of both spoken and written in Chinese
- Well-organized, systematic and detail-minded

Candidate with less experience will be considered as Assistant Training Officer.

Application Methods:

- Email: hr@ricacorp.com
- Fax No.: 2891 1737
- Mail: B/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong