



## Assistant Training Officer

### Your responsibilities:

- Identify training needs, design, and develop various training programs
- Liaise with other departments, and partner on training arrangement and coordination
- Evaluate the training performance, and conduct action plan for enhancement/improvement
- Deliver training programs including product training, selling skill, quality services, complaint resolution
- Conduct training courses in effective manner and identify strengths and weaknesses of candidates for further development

### We expect you to have:

- Min. 2 years solid hand-on experiences in training, prefer in F&B / Retail industries
- Strong communication, presentation, and interpersonal skill
- Proactive, Independent, highly self-motivated with positive attitude
- Proficient with MS Office, Chinese Word Processing and PowerPoint
- Good command of written and spoken English & Chinese
- Immediate availability is highly preferred

### Job Offers

- 5-day work week
- Competitive Salary Package
- Provide Free Lunch
- Energetic & Dynamic Culture

Interested parties, please send your detailed resume, availability and expected salary by email to [hr@unichina-market.com](mailto:hr@unichina-market.com)

{Personal data collected will be used for recruitment purpose only.}