

Job Title : Junior Specialist, Learning and Development

OVERALL PURPOSE:

- ◆ As this role, is focus on facilitate in Internal training , supporting, assisting the programs, reporting and assisting with External training that request from staffs within an organization skills, knowledge and performance.

RESPONSIBILITIES:

- ◆ Facilitate Internal Training (Both virtual and physical class)
- ◆ Assisting the training request from staff (Internal and External)
- ◆ Working with other department or owner to provide and support the training to employee
- ◆ Internal training Memo, Training calendar, Control the internal training each month
- ◆ Report the number of participants/courses, prepare refreshment and accommodation
- ◆ Admin work (Stationary request, Fix asset counting, Library management, Cash advance and Expense reporting, Document Filing)
- ◆ Another task assigns by line manager

REQUIREMENTS

- ◆ Bachelor's degree in accounting, Finance and Banking or related fields
- ◆ Experience with HR skill or Service at bank or No experience is acceptable
- ◆ Strong communication, Fast learner, Patient, Challenge, Commitment
- ◆ Fresh graduation / Year 4

Contact Info:

Email: career@vattanacbank.com

Phone Number: 012 972 682/092 732 958