

**A325\_job description\_ Learning and Development Assistant \_210330.docx**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Learning and Development Assistant
<b>Department:</b>	Administration-HR
<b>Reports To:</b>	Learning and Development Officer and Data Analyst
<b>Location</b>	Onsite at HPW Fresh and Dry Ltd, Adeiso, E/R.
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To provide professional and effective administrative support to the learning and development team and support with HR Data Analytics.</li> </ul>
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>• Assist in the management of the learning and development calendar.</li> <li>• Draft, roll out and coordinate general and departmental induction plans for new employees; ensuring all documentations are completed.</li> <li>• Review training evaluation records and propose improvements based on feedback.</li> <li>• Assist in Identifying training and development needs within the organization through job analysis, annual employee appraisals, etc.</li> <li>• Assist in the preparation of Freezones Labour/Training Quarterly Reports.</li> <li>• Produce reports on learning and development activities using agreed HR performance indicators.</li> <li>• Provide administrative support to staff and managers in the planning and delivery of L&amp;D activities.</li> <li>• Arrange the booking of trainers, venues, travel, accommodation for L&amp;D activities.</li> <li>• Provide a reliable point of contact for all learning and development matters.</li> <li>• Prepare learning and development materials or programmes required by the learner/trainer.</li> <li>• Support the L&amp;D Officer/HR team in achieving their development goals.</li> <li>• Provide administrative support to the wider HR team where required.</li> <li>• Undertake duties in accordance with Health, Safety, Environmental and Quality systems.</li> </ul>

**EDUCATION & COMPETENCIES**

**Required Education, Competencies, Knowledge, Skills and Abilities:**

- Minimum of Bachelor’s Degree in Human Resource Management.
- Minimum of two years relevant work experience in a similar role, preferably in a fruit processing environment.
- Excellent interpersonal, planning and communication skills.
- Pro-active individual who can adapt to changes quickly.
- Knowledge in Data Analytics
- Self-motivated, good organizational skills and ability to work with limited supervision.
- Good IT Skills.
- Excellence, Integrity, Accountability,

**Mode of Application:**

*All interested applicants should please send their CVs and Application to the HR via email: [fd.hrofficer@hpwag.ch](mailto:fd.hrofficer@hpwag.ch) latest by 15<sup>th</sup> April 2021.*