

Learning & Development Executive / Business Development

Do you enjoy creating learning and development programs, have a knack for identifying business growth opportunities and also love being in a people-centric environment? Read on if this describes you!

We're a boutique consulting agency with big plans and we're on a hunt for talent - especially if you are adaptable, thrives working in a fast-paced, collaborative environment with a thirst to learn.

About the role

At its core, this role requires passion in helping people learn and grow. You will be working with both internal stakeholders and collaborating with clients to design, build and implement effective L&D programs and initiatives for their employees. To fulfil the hunter instincts in you, you will also explore business development opportunities for our agency to provide L&D consultancy services to various industries.

Requirements of the role:

- Bachelors degree in HR, Business Management or Administration, Marketing, or related field.
- Proven experience working in a Learning & Development capacity or related one for at least 3-5 years.
- Proficiency in all Microsoft Office applications.
- Excellent analytical, management skills with knowledge of instructional methodologies, learning evaluation models and delivery methods.
- Exceptional strategic & creative thinking skills.
- Effective communication skills.
- A people-oriented leader



Responsibilities:

- Bridge all relationships between clients, partners and internal stakeholders
- Analyse & assess the business needs of clients for L&D program and initiatives
- Develop programs and initiatives that fulfils the business and L&D objectives of our clients
- Present plans and programs for clients across all levels
- Implement plans with clients and measure delivery quality, which ensures continuous improvement, maintenance, and adjustment in program delivery approaches in order to stay on track to delivering a program that meets the client's needs
- Maintains knowledge in the area of expertise and implements best practices to ensure maintenance of top-notch training programs, which implies top notch performance.
- Developing and sustaining solid relationships with customers.
- Analysing customer feedback data to determine whether customers are satisfied with the company's services.
- Conducting client research to identify new business opportunities