



## **POSITION DESCRIPTION**

**POSITION TITLE** : Product Trainer/K4002

**DEPARTMENT** : Sales/ Franchise Brands

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Local-Sales Managers/Brand Training Manager

**POSITIONS SUPERVISED** : 2-4

### **POSITION PURPOSE**

Oversee the development and implementation of the product training curriculum

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Manage the development of content and ensure that brand standards are met through liaison with relevant departments
- Determine effectiveness of training programs
- Provide a quarterly analysis of product training programs and suggest improvements to existing curriculum
- Coordinate with L&D team to ensure that all training event requirements are met
- Create Training Needs Analysis for the front line through liaison with the retail team
- Deliver Group and Brand Training programs to Brand employees
- Conduct In store Administrative training.

### **PERSONAL CHARACTERISTICS:**

- Strong analytical skills
- Excellent communicator
- Strong at Multi tasking
- Confident and accomplished speaker
- Excellent English skills (Reading, writing and listening); Arabic also an advantage

### **PERFORMANCE MEASUREMENTS**

- All product launch and training program deadlines are met
- To deliver all events within the budget allocated

### **QUALIFICATIONS\REQUIREMENTS:**

- Professional qualification in training preferred
- Minimum of 5 years similar industry experience in a training management position
- Proficient in
  - Writing Reports
  - Managing budgets
  - MS Office



## COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Problem Solving - 3
- Customer Focus - 3
- Integrity and Trust - 3
- Strategic Thinking - 3
- Priority Setting & Time Management - 3
- Developing Others - 3
- Interpersonal Skills - 3
- Valuing Diversity - 3
- Creativity - 3

Department Head: .....

Employee: .....