



**Designation: Trainer**

**Location: Chennai**

### **Description**

As a trainer, you will be responsible for new hire training and refresher training within the organization. You will ensure that all the trainees have the requisite skills to carry out their job effectively before handing them over to production.

### **Organization structure**

Reports to Lead Trainer

### **Responsibilities**

- Responsible for training individuals to Design high quality ads for customers based on specified layout, copy and instructions
- Facilitate transition of new hires from training to production, ensuring competency levels meet the benchmark
- Periodically monitoring and reviewing the progress of trainees, and provide feedback to trainees on their performance
- Maintain trainees reports
- Identify key gaps and suggest to customize the training program to meet production requirements
- Assist in preparing training modules as when required
- Devise individual learning plans for conducting refresher training
- Assisting in developing new training programs
- Maintain and upgrade competencies required to perform training
- Continue to learn new concepts and skills

### **Key Results Areas**

- Training delivery skills
- Transfer of learning
- Group facilitation
- Excellent communication and inter-personnel skills
- Detail Oriented and Well Organized
- Excellent time management skills
- Excellent technical skills
- Effective team management, problem solving and motivation skills
- Excellent delegation, inter-personal and project management skills
- High accountability and ownership in the team

**Key Skills:**

- Experience in Adobe packages, including Adobe Edge Animate CC, Adobe Animate CC, Adobe Photoshop, Adobe Illustrator, Adobe Captivate, and Adobe Indesign
- Experience in Print and Digital design
- Ability to function as a self-starter and to work independently
- Ability to communicate effectively with all levels within an organization
- Knowledge of HTML 5 and JavaScript will be added advantage

**Experience**

- Any Graduation / Diploma. Multimedia or Designing qualification would be preferable.
- Minimum 2 to 3 years of experience as trainer/faculty in a reputed institute/organization
- Hands on experience as designer (print and digital) will be an added advantage