

Training Coordinator (Executive / Senior Executive)

**BELIEVE IN
BETTER**

At AIA, we don't simply believe in being 'The Best'. We believe in Better - because there's no limit to how far Better can take us.

Roles and Responsibilities

- Assist in mapping out training plans and schedules, designing and developing training programs
- Involve in assess effectiveness and determine the impact of training on KPIs
- Partner with internal stakeholders and liaise with trainers on delivering training programs
- Maintain relevant training records and provide Management Information (MI) according to the requirements of the Management

Candidates are required to have

- Degree or diploma in Business Management / HR Management
- Minimum of three years of experience in coordinating multiple corporate training events
- Strong organizational skills with the ability to handle multiple assignments
- Close familiarity with MS Office applications
- Excellent interpersonal and communication skills

If you are interested, send your CV to lke_vacancies@aia.com



Best Life Insurance Company in Sri Lanka, awarded by Global Banking and Finance Review (2019, 2020) and Capital Finance International (2021).



**HEALTHIER, LONGER,
BETTER LIVES**