

# WE'RE HIRING!

## EXECUTIVE - LEARNING & DEVELOPMENT



### The Role

We are looking for an experienced Executive - Learning & Development, whose ambition is to take the next step in their career. They should be driven with determination to achieve the best results when handling these operations. This role takes an independent and self-starting character and a proactive mindset.



### KEY RESPONSIBILITIES

- Maintain training records and ensure training compliance with company policies and regulations
- Provide assistance in developing, purchasing, and sharing training programs and learning content
- Developing partnerships with external trainers and supporting existing training programs
- Working with internal engineering teams to identify training needs and design solutions
- Identify and implement new group training initiatives every quarter as per training needs analysis
- Support the Learning and Development team in other projects and initiatives as needed

### REQUIREMENTS

- Minimum of 2 years of experience in L&D / HRD
- Bachelor's degree in Human Resources, Business Administration, or any other relevant field
- Proficient in Microsoft Excel and G-Suite
- Excellent verbal and written communication skills and ability to communicate with stakeholders at all levels
- Ability to work independently and collaboratively as part of a team
- Friendly and outgoing personality

### GAPSTARS PERKS!



Salaries Pegged to the Euro



Shuttle Service



Subsidized Solar Inverter Installation

- Access to Gapstars Academy
- 24h Continuous Internet and Power
- Unlimited Tea / Coffee, Drinks & Snacks
- Badminton Facilities
- Therapy & Counseling Services
- Gym Membership



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