



SMRT Corporation Ltd – Executive, Human Resource Development

This is a Human Resource Development (HRD) service position, meaning you are always serving an internal or external customer. You will be part of the team responsible for the various learning and development programmes and activities to support the organisation's objectives. You are expected to partner the lines of business to continually upgrade and maintain the quality of our workforce. You will and are expected to be involved in the annual learning cycle, which includes the review of learning programmes, training budget, launch of the training roadmap exercise and implementation of the total learning plan.

Requirements:

- Minimum Bachelor's Degree in any relevant discipline
- Minimum 2 to 5 years experience in Learning & Development function
- Experience in sourcing and liaising with Training Vendors
- Experience with external funding support to ensure efficiency of investment and employee performance
- Experience in the People Developer Standards (PDS) Framework is advantageous
- Assist in the administration of training funding schemes and grants
- Understand the local L&D developments and have contacts in the local agencies
- Ability to apply Learning & Development fundamentals (principles, concepts, philosophy) and administration
- Implementing and measuring learning initiatives / programmes that align strategically with business goals and enhance people development objectives
- Strong organisation and time management skills
- Good communication skills and good team player
- Preferably bilingual in English and Mandarin

Human Resource Division

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All materials will be kept in the strictest confidence. Only shortlisted candidates will be notified.

Have a question or comment about the site? Drop us a line at Customer Relations or call 1800 3368 900. Our Customer Relations representatives are available to answer your questions and help you find what you need.