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Veolia is one of the largest environmental services organizations in Singapore. We are providing integrated waste management solutions to industrial, commercial, municipal and residential customers, including collection, sorting and recycling of hazardous and non-hazardous waste, industrial services as well as public cleansing.

## **Training Executive**

### **Job Description:**

- Prepare training plans and schedule, track and monitor training budget to achieve resource optimization.
- Liaise with internal and external trainers on the scheduling of funded and non-funded courses.
- Review, source and assess existing and new trainers, programmes, learning materials and learning aids and resources to meet the specific requirements.
- Monitor and evaluate training assessment reports to meet continuous improvement of audit guidelines.
- Manage and handle training related matters such as application, claims and training grants etc.

### **Job Requirements:**

- Degree or Diploma with at least 3 years' relevant corporate learning and development experiences.
- ACTA qualification and experience as ATO facilitator would be an added advantage.
- Resourceful with good interpersonal / communication skills
- Able to work independently in a fast-paced environment

Interested candidates are requested to submit application online or email full CV with photo stating current and expected salary, availability date, etc. to [sg.hr@veolia.com](mailto:sg.hr@veolia.com)

Successful candidate will be working in the main office located at 17 Tuas Avenue 12 Singapore 639039.