

Advertisement for the post of Training Centre Coordinator

Name of the Post	Training Centre Coordinator
Business Unit	Lucknow Branch
Reporting to	AGM & In charge
Location	Lucknow
Preferred Qualification	Master's degree in Rural Development/Social Work or relevant degree. Proficient in Microsoft office Word & Excel. Fluency in Hindi & English.
Experience	2-3 experience in event/ Centre management/ Communications. Strong Adaptability and relationship building skills. Excellent Organizational, time management and communication skills.
Remuneration	As per Industry
Job Description	<ul style="list-style-type: none"> • Overlook regular operations of the training centre, coordinating training programs, managing the centre facilities and resources. • Line up the training batch wise as per the training calendar. • To prepare the reports on the Training center activities and their performance. • To manage the relationship & providing support to the training staff and participants. Take feedback from participants on behalf of AFC India. • Maintain records of the total participants list batch wise, Attendance and keeping Logistical & training material records meticulously. • Actively see opportunities for continuous improvement in training & development programmes to enhance its offerings. • Any Task Assigned by the AGM & In charge.
Date & Place of Interview	<ul style="list-style-type: none"> • 26th December 2023, 2:30 PM • Venue: AFC India Limited, 21 Vidhan Sanha Marg Lucknow
Contact Information	Interested Candidates can send their CV to lucknow@afcinida.org.in