


## DETAILS OF JOB POSTING

COMPANY INFORMATION	
Company Name	PANASONIC ELECTRIC WORKS VIETNAM CO., LTD
Size	> 1000
Company website	<a href="http://www.panasonic.com.vn">http://www.panasonic.com.vn</a>
Company Address	No 1-3 Street 12, VSIP II-A, Vinh Tan Commune, Tan Uyen City, Binh Duong Province
Company Profile	Panasonic Electric Works Vietnam Co.,Ltd is a 100% Japanese-owned company established in January 2013 as a member of Panasonic Corporation in Vietnam. The company specializes in manufacturing wiring equipment, circuit breakers and providing services related electrical industry with the objective to supply a large quantity of high-quality Japanese electrical products for domestic, Southeast Asian and Japan markets.
Contact Person	PGA Department
JOB DETAILS	
Job title	Learning and development
Job Code	(Optional)
Job Level	
Job Type	Full-time permanent
Salary Range	Competitive
Workplace	
Responsibilities:	<ol style="list-style-type: none"> <li>Performance Management: <ul style="list-style-type: none"> <li>➤ Designing, implementing, and managing the performance management process that aligns individual goals with business objectives and promotes regular feedback and development opportunities.</li> <li>➤ Provide guidance and training to managers on effective performance management techniques and best practices.</li> <li>➤ Analyze performance data identify trends and areas for improvement and make recommendations accordingly.</li> <li>➤ Coordinate the performance management system, including developing and monitoring performance evaluations, performance development plans, and performance improvement plans.</li> <li>➤ Organize and ensure the Performance Management Process is conducted effectively monthly, quarterly, yearly.</li> </ul> </li> <li>Learning Framework: <ul style="list-style-type: none"> <li>➤ Building and Revising the Learning Framework for per position the competencies framework and integrating competencies into various talent development processes, such as performance management and succession planning.</li> <li>➤ Support employees in understanding and utilizing the learning framework for personal and professional development.</li> <li>➤ Work with factory departments to ensure the learning progress of employees.</li> </ul> </li> <li>Training and Development: <ul style="list-style-type: none"> <li>➤ Work with stakeholders and manager to identify and access future and current training needs, assess competency development needs, and develop a training roadmap to ensure they meet short- and long-term business objectives of Panasonic.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>➤ Design and tailor training programs as necessary for all levels (Orientation, Soft Skills, Sales Skills Practical, Management, and Leadership...) focusing on Panasonic.</li> <li>➤ Conduct and deliver training courses effectively with different methods and materials to encourage interaction and participation.</li> <li>➤ Implementing new digital learning and new learning to ensure efficient and continuous innovation in learning and development.</li> <li>➤ Develop a positive relationship with all employees. Promote direct communication and positive rapport amongst employees and managers, encouraging an environment for continual learning &amp; development.</li> <li>➤ Monitor and evaluate employee training progress and development by implementing an evaluation and proficiency assessment process that is consistent with company appraisal, developmental, and feedback standards.</li> <li>➤ Manage and orient employees' growth and their learning &amp; development journey through ongoing development that enables employee success. - Propose ideas for engagement activities related to learning and development to enhance values, culture, and performance.</li> </ul> <p>4. Digitalization:</p> <ul style="list-style-type: none"> <li>➤ Be in charge of e-learning activities including analyzing training demands and implementing training plans &amp; reports; Developing videos, exam systems, e-learning, examination software, technical tests for operators, etc.</li> <li>➤ Analyze &amp; design training curriculum including training content based on standard programs from International, business need, management skills...</li> <li>➤ Other tasks as assigned.</li> </ul> <p><u>Workplace:</u> No 1 - 3 Street 12, VSIP II-A, Vinh Tan Commune, Tan Uyen District, Binh Duong Province</p>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>➤ Education: University/College</li> <li>➤ Language: Business English</li> <li>➤ At least 5~7 years of experience in training at big-sized companies.</li> <li>➤ Familiarity and ability to facilitate traditional and modern training methods (mentoring, coaching, on-the-job or in-classroom training, e-learning, workshops, simulations, etc.) with various stakeholders.</li> <li>➤ Experience with Training Needs Analysis and writing training material.</li> <li>➤ Track record in executing successful competency development programs.</li> <li>➤ Ability to identify learning development needs and translate the needs into competency development plans for various functions and units.</li> <li>➤ Proven experience in talent development, learning and development, or similar roles.</li> <li>➤ Solid understanding of performance management processes and practices.</li> <li>➤ Ability to plan, multi-task, and manage time effectively.</li> <li>➤ Excellent communication, collaboration, and interpersonal skills</li> <li>➤ Good leadership and influencing skills, ability to manage stakeholders.</li> <li>➤ Ability to effectively deal with multiple priorities, functions, and activities.</li> <li>➤ Strong Microsoft Office skills (PowerPoint, Word, Excel) and data skill</li> <li>➤ Be able to use software to build E-learning lessons: Storyline, Ispring, Video scribe, Articulate 360...</li> </ul>
<b>Application Submission</b>	<p><b>* BENEFITS:</b></p> <ul style="list-style-type: none"> <li>• 100% of salary in probation time</li> </ul>

- 
- 13th salary, performance bonus.
  - 24/24 insurance package, annual health check-up; allowance for petrol and attendance.
  - Company trip, Year-end party.
  - Many interesting domestic/overseas training courses from Panasonic Group