

JOB DESCRIPTION
(Effective Date: 07/2024)

Company Name:	Shinhan Life Vietnam
Position Title:	Officer, PD Training Admin
Team / Function	PD Training
Reports to:	Manager, PD Training
Band/Grade	2
Work Location:	Ho Chi Minh
Geographical Responsibilities:	Ho Chi Minh
Position Objective: <i>This statement should be a general summary of the responsibilities listed in the next section.</i>	PD Training Administration
Roles and Responsibilities <i>Describe specific key functions of the position or the essential areas of responsibilities, listing the most important first.</i> <i>Begin each statement with an action verb</i> <i>Describe what, how, and why</i> <i>role/responsibility is performed.</i> <i>Indicate average percentage of time each responsibility takes.</i>	<p>*Admin:</p> <ul style="list-style-type: none"> - Manage documents related to training activities - Manage documents related to internal operations - Budget management - Inventory management - Support Organize workshops - Support develop procedure - Tasks related to VID: register monthly training plan, Payment of examination fee, Download MOF's certificate for agent, Notification of exam schedule, Download MOF's results. - Reports on training management, Sales Monitoring with L&C - Weekly/monthly work-plan reports <p>*E-learning:</p> <ul style="list-style-type: none"> - Add new users, manage users, manage training plans and class list, manage user certificates... - Make reports about the E-Learning courses and track the learning progress data of each agent on Power BI. - Maintain system operation. - Coordinate with IT and vendor to help Agents handle problems with the Elearning System whenever they need support. - Perform all assignments within a schedule effectively and efficiently, supporting Partnership Distribution Training Managers. - Support in designing training materials, publications, and invitations for courses, talk shows, and workshops. - Production platform: Support operating system and Coordinate with IT



	<p>department and vendors to check user's problem.</p> <ul style="list-style-type: none"> - UAT platform: Coordinate with IT department and vendors to develop new functions, conduct and confirm UAT - Undertake other tasks as assigned by Training Manager and BODs
Communication Requirements	Good at communication
Minimum Job Requirements:	<p>Education:</p> <ul style="list-style-type: none"> -College/Bachelor's degree <p>Experience:</p> <ul style="list-style-type: none"> - At least 2-3 years experience in administrative at life insurance Company -Experience in design is an advantage <p>Skills required:</p> <ul style="list-style-type: none"> - Good at computer programs such as Microsoft Word, Excel, Power Point -Creative, have good thinking about content and images. -Being comfortable working in a fast-paced environment where there are many different tasks throughout the course of a workday. -Agile, active, honest, enthusiastic. -Have a progressive spirit and be responsible at work

Prepared by:

Agreed by:

 Manager's signature]

Date:

 [Employee's signature]

[Hiring

The above statements are intended to describe the general nature and level of work being performed by incumbent assigned to the job. They are not intended to be an all-encompassing list of all responsibilities, duties and skills required of incumbent so classified. Reasonable accommodations to essential functions of the job will be made if appropriate.

