

## Training & Development Manager, China

- Based in Shenzhen, China

- Salary Package: Base Salary, negotiable + bonus + benefits

**ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.**

**Our client, a reputable and leading retailer with stores across the globe, is seeking a Training & Development Manager to lead the training and development team to provide training and people development services across operations in China.**

**Reporting directly to the Head of Human Resources, China and functionally to the Head of Training & Development, Asia and with the support of Training Officers, your primary roles include:**

- Lead, direct and manage the training and development function of China; overall responsibility of all training and development activities such as strategic planning of training activities, defining training services and deliverables across the company in China, management of training and development staff, defining, developing and implementing training policies and programmes, training process management, training cost and training budget management.
- Design, plan and execute training and development strategies and plans to align with the business and corporate directions and goals.
- Design and manage the whole training process from training need analysis, programme design and development to training facilitation and evaluation.
- Develop people development mechanisms and design people development programmes to upgrade skills and grow talents to meet the company's current and future strategic business needs and objectives.
- Lead and manage the country training and development management function of China.
- Lead and develop team members to be training and development specialists.
- Conduct training need analysis; define, propose, develop and plan annual training programmes for all offices across the country and ensure that they align with country business direction and strategies.
- Lead and support individual departments, senior and line management in evaluating training and development needs of employees.
- Develop training curriculum and training roadmap to strengthen the company's staff core competency levels.
- Design and develop training programmes, and deliver and support training activities in different locations throughout China.
- Assist in carrying out training initiatives as directed by regional office.
- Review and enhance Training and Development Management System; ensuring continuous improvements of the system.
- Review, develop, enhance and implement training processes and procedures (e.g. training evaluation, training records, and logistics) to ensure smooth implementation of processes that are in line with corporate policies and guidelines.
- Review and enhance training programme effectiveness, including e-learning initiatives.

### KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Competent in training programme design and delivery.
- Approachable and a good listener.
- Excellent interpersonal and problem solving skills.
- Resourceful and trustworthy.
- Strong supervisory and team building ability.
- Flexible with strong ability to manage change.
- Cultural diverse and able to work with people from different cultural background.
- A well organised individual who can work under pressure with good business sense and judgment.
- Good written and spoken communication skills in both Mandarin and English.
- Good at MS-Office Word, Excel and PowerPoint.

### WORK EXPERIENCE AND QUALIFICATION

- University graduate or above.
- 8 years of working experience in the training and development function.

**Local Mainland Chinese Candidates are encouraged to apply.**

**To apply, please email your resume with a covering letter explaining your suitability for the position to ERLMS Limited on [executivesearch@erlms.com](mailto:executivesearch@erlms.com). Please also indicate your current and expected salary packages.**

**ERLMS Limited**  
Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.