

INTERNAL JOB OPENING

Training & Development – KHI

QUALIFICATION / EXPERIENCE

- Graduate
- Evaluation will be based on performance.
- Should not be on warnings
- MS Office and good Reporting Skills
- Excellent Communication and Interpersonal Skills
- Teamwork, Discipline, and Time Management

DESIRED

- Strong Communication
- Analytical Skills
- Target Oriented
- Pressure Handling

JOB OPENING DETAILS

- Status of Employment: Full Time
- Number of Opening : 1
- Open Dat: 23rd February 2023
- Department: Training and Development
- Reports to: Department Head
- Deadline for Application: 7th March 2023

APPLICATION PROCEDURE

All correspondence of schedules etc. of this selection process will be through EMAIL and applicants will be expected to check their emails.

Once you are part of the selection process you will be informed of the schedule of each of the processes. Timings of each of the processes will have to be strictly observed. In case of inability to do so prior notice of at least 24 hours will be required to change the schedule subject to compelling reasons.

Other Requirements:

- No active warnings in the last 3 months
- No dependability issues
- At least 04 months in the current job role
- At least 06 months in the organization.
- Make sure your resume/CV should be as per your name the following occurrences may result in disqualification from this recruitment process:
 1. If an applicant receives any final warning during the course of this recruitment process regardless of the stage of recruitment.
 2. If an applicant does not show up for a scheduled interview, whether he / she are late or absent.
 3. If an applicant is late by more than 30 minutes for a test (if any). For applicants who are late by less than 30 minutes no extra time will be awarded to complete the test.
 4. Any violation of the selection process protocol: which includes but is not limited to cheating, actual or pretense thereof, failing to show up on time, being absent etc.

PROCEDURE TO APPLY:

Please send a cover letter and your resume to Hr@appedology.com and also CC your Maanager.

Email Subject should be: Application for Training Executive – KHI. Do not forget to mention your Employee ID & Department.