

Learning and development manager

Since 1918, the French chamber of commerce and industry in Japan has two primary goals: To help and support French companies who are trying to develop their business in Japan and to maintain the network of already implanted companies. With over 600 members, the French chamber of commerce and industry is the European number one.

As a Learning and development manager your main mission is to constantly be in touch with all our members to promote our different training programs and propose the best services for their needs. The ideal candidates will have experience working in HR field, and or sales & marketing department, and has excellent understanding of middle and large organizations.

Position: Learning and development manager, free-lance status (3 or 4 days a week)

Report: Managing director of member services

Training promotion and organization :

- Develop and maintain relationship with our external vendors.
- Communicate and promote our trainings with our members.
- Maintain database of participants on the CRM database, and keep tracks
- Build and engage a HR, managers community to better promote and get feedbacks on the current needs
- Organize training logistic (Zoom session) and get participant's feedbacks.
- Keep track of participant's feedback to continuously improve our training's quality.
- Proposal of commercial package to give the most attractive deals to our members.

Business development :

- Continuously search for new partners with unique training programs.
- Design new training programs with external vendors in line with our member's needs and also market trends
- Negotiation with external vendors.

Administrative tasks:

- Various administrative tasks such as invoices, CRM tracks, budget ect...

Requirements/soft skills:

- High business English, French is not mandatory but highly appreciated, Japanese is a plus.
- Good understanding of middle and large organizations. Good commercial skills
- Excellent communication skills (verbal and written)
- Good command of pack office. (Excel, Word, Power Point etc...)

Pour postuler, merci d'envoyer votre CV à : emploi@ccifj.or.jp