



## **Full Time Job Vacancy**

### **Training Executive**

#### **Package:**

<b>Job Title:</b>	Training Manager
<b>Position availability/start date:</b>	3 months
<b>Salary guide:</b>	Open - dependant on experience
<b>Annual Performance Bonus:</b>	Open - based on business results
<b>Visa:</b>	Full visa provided with health Insurance
<b>Additional:</b>	Laptop + Mobile Telephone
<b>Professional Development:</b>	Independent training qualification path supported by Pineapple Group FZE
<b>Working hours:</b>	40 hours per week (Flexi hours)
<b>Holidays:</b>	25 Days per annum plus 5 discovery days (targets agreed prior to vacation)
<b>Travel:</b>	There is a medium to high chance that this role requires the employee to travel on a regular basis.
<b>Direct reporting staff:</b>	0 (Currently), 2 (anticipated)
<b>Position reporting into:</b>	Chief Executive Officer & Chief Operating Officer

#### **General Overview**

The delivery of interesting, engaging and absorbing automotive training courses is one of the key pillars of our business strategy. As a result, Pineapple Group stay intrinsically involved with the day to day operations of our clients' business. We pride ourselves on the ability to consistently discover and understand new challenges facing the industry and evolve innovative solutions to offer to our customers. Training forms the backbone of our operation and will remain an area for major focus for many years to come.

#### **Job Description Overview:**

This is a full-time position based in Dubai with huge potential. From the outset, the successful candidate will be a leading member of the overall business (now into its 3<sup>rd</sup> year of operation). The position holder will be primarily responsible for preparing and delivering training courses across the Middle East whilst growing the business in line with a projected plan. Being part of a small diverse and dynamic team, you will also be required to support other areas of the business on occasion. In due course, this position is expected to grow. This growth will include the introduction of direct reports subject to the success of the position holder.

#### **The ideal candidate: Attitude and mindset**

Working for a start-up company is demanding and the decision should not be taken lightly. Any role within our business requires dedication to the cause and an overall understanding that hard work and devotion will be the difference between success and failure. Long hours are not expected but, in many cases, will be the enabler for us to excel beyond our competition. The ideal candidate will need to be comfortable with hard



work and have an open mind with regards to self-assessment and self-improvement. Feedback, opinions and ideas will be an invaluable part in assisting with the overall direction of the business. The management team will give all the support they can to assist you with your role. This is not a job for the faint of heart and every day will produce new challenges. The right person will be rewarded and recognised for their hard work.

**The ideal candidate: Experience expectation:**

Retail automotive experience and /or manufacturer representative roles form part of the ideal candidate experience. Training facilitation and delivery within a clear defined framework of measurable learning objectives. Development and deployment of training materials using software (e.g. MS Word, PowerPoint, Publisher, Excel). Autonomous administration of training documentation, metrics and analysis for purposes of client feedback as well as course improvement.

**Primary Objectives:**

1. Support the Chief Operating Officer in planning and executing the agreed training programs.
2. Facilitate the best learning environment for all delegates.
3. Exceed training expectations of the client and delegate alike.
4. Solidify existing business and develop new business opportunities.
5. Continuously review and adapt training methods.
6. Manage all administrative duties relating to the course modules that have been delivered.

**Secondary Objectives:**

1. Support with the Dealer Standards Assessments across multiple countries wherever possible.
2. Promote and develop the products and services offered by Pineapple Group FZE.

**Range of Tasks:**

- Develop and deployment of new training concepts and methodologies
- Development and deployment of the Sales Executive Certification path
- Ensure that training courses comply to agreed training standards
- Preparation of training aids and material for use in training
- Preparation of training notes and handouts
- Confirm validity of work procedures used in training
- Provide training evaluation of dealer network
- Issue training certificates
- Maintain links with clients
- Carry out in-house consultancy with dealer staff
- Deployment of certification exams following completion of the qualification paths for the Sales Exec's, Managers, and General Managers.
- Deployment of further educational training following certification (acquisition training)
- Proactive approach to training and business growth
- Attend train the trainer courses if relevant and when necessary
- Develop business policies and procedures
- Effective handling of any direct enquiries
- Attend all relevant events and conferences at Dubai World Trade Centre for networking purposes.
- Manage and develop all direct reports with particular attention to employee satisfaction whilst maintaining focus on primary targets.
- and...the rough stuff...occasionally helping out with the distribution of flyers



**Additional Business Needs/Job Diversification/Temporary tasks:**

Dealer Standards Assessments

Documentation and reports for DSAS

**Skills and Qualifications:**

Fluent in English (Arabic is an advantage but not essential)

Strong interpersonal skills

Strong initiative skills

Basic negotiation skills

Methodical decision making skills

Open minded

Ready for a challenge

Highly self-motivated

**Potential career path for this position:**

Certified Training Executive – Certified Training Officer – Training Manager – Head of Division – Director

**The recruitment process:**

***Stage 1: Initial Application***

If you think that this is a job for you, please submit your CV along with a covering letter.

***Stage 2: Questionnaire & Profile Assessment***

Once your CV has been received, we will review your application. If your CV and covering letter meet the required standards, you will be issued with a Questionnaire and profile assessment.

***Stage 3: Face to Face Interview***

Once you have completed the questionnaire and Profile Assessment, your results will be reviewed for business suitability. If your profile is in line with the position, you will be invited to attend a face-to-face interview.

Decisions are then made within 2 weeks of interview.

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