



**ANYTIME  
INVEST**  
निवेश आपका , भरोसा हमारा

**ANYTIMEINVEST Services Pvt. Ltd.**

GSTIN : 07AASCA6588J1ZU

CIN : U74140DL2019PTC354248

## SKILLED HELPERS WELCOME !

### JOB DESCRIPTION | TRAINING MANAGER- Learning & Development

At Anytime Invest, we measure our success by a singular parameter- the value that we create for our employees, Partners and clients. Our biggest "wins" are happy and sustainable "employees, partners and clients". In sync with this core belief, the experience that you create for your employees, partners and clients will determine your long-term growth and success as an Training Manager at Anytime Invest.

#### Role & Responsibilities

- \* This role is responsible for delivery of product and sales training.
- \* This role is primarily responsible for management of people development processes and creating a learning environment across the organization.
- \* Have good knowledge of Broking, Wealth Management, Financial planning, Capital markets etc.
- \* Design, develop and deliver training programs as an internal trainer.
- \* Ability to handhold trainees and drive productivity during OJT process.
- \* handhold people, Prepare and develop training material based on corporate requirements.
- \* Chart out monthly training calendars and communicate the same to all employees. Also, to evaluate effectiveness and identifying the re-training needs.
- \* Interact with teams and partners in scheduling training activities.
- \* Identify functional training needs and plans, drive, deliver and manage training courses and programs.
- \* Design, Plan and execute specific Business unit requirements including Domain and Skill certification.
- \* Ensure compliance of corporate standards and procedures in training sessions.
- \* To manage all training delivery through digital platforms and offline.
- \* To coordinate, partner and manage multiple stakeholders for training initiatives.
- \* To organize and conduct Induction Training, Refresher Training and Behavioral Training.
- \* To design training approach to help employees increase their performance rating.

#### Desired Candidate Profile

- \* Master's Degree.
- \* Excellent communication skills both written and verbal.
- \* Excellent crowd management skills.
- \* Confident in running digital training culture.
- \* High business acumen to understand and analyse the business objectives.
- \* Basic knowledge of MS Office Word, Excel and PowerPoint.
- \* High level of ownership and ability to adapt quickly.
- \* Willingness to travel.

#### Preferred Work Experience

- \* 3-5 years of experience in preferably in BFSI sector.

#### Perks and Benefits

Salary + Lucrative Bonus

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