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| **JOB DESCRIPTION** |
| **JOB DETAILS** |
| **Job Title** | **HVAC Trainer** |
| **Function** | Skilling & Development | **Location** | Varanasi |
| **Staff Supervised** | **Direct Reports:** NA | **Matrix Reports:** | **NA** |
| **Job Titles of Direct Reports** | Project Manager, SIIC Varanasi |
| Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling & Advisory Services. With a 32000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials & differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe & Americas. It has recording consistent growth in the topline over the last years & stands proudly at INR 200 Crores for the year 2022-23, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses. |
| 1. **JOB PURPOSE**
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| The role holder will be responsible to provide students with instruction and training in the understanding with HVAC as well as to prepare students for employment in the HVAC industry.

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| 1. **KEY RESPONSIBILITIES**
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| **General Roles & Responsibilities: -*** Planning, conducting and assessing instructional activities to include safety, proper use of tools etc.
* Translate course curriculum into delivery plan & lesson plans.
* Prepare training material (presentations, worksheets etc.
* Arrange and conduct on-site training when needed
* Keep and report data on completed courses, absences, issues etc.
* Track achievement of desired program outcomes by coordinating and administering tests in accordance with accepted reporting procedures.
* Develop alternative instruction for individualized and independent study.
* Maintain a clean and safe working environment within the workshop.
* Devise technical training programs according to organizational requirements
* Produce training schedules and classroom agenda.
* Observe and evaluate results of training programs.
* Encourage attendance and motivate the learners to complete the program.
* Determine overall effectiveness of programs and make improvements.

**Requirements and skills*** Proven experience as technical trainer
* Knowledge of modern training techniques and tools in technical subjects
* Experience in designing technical course content
* Ability to address training needs with complete courses
* Working knowledge in MS Office (especially PowerPoint)
* Outstanding communication skills and comfortable speaking to crowds
* Excellent organizational and time-management abilities
* Degree in a relevant technical field
* Certification such as TOT will be giving preferences.
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | * Certified HVAC Trainer with extensive experience of 3-5 years.
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