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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** | | | |
| 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.   |  |  | | --- | --- | | 1. **KEY RESPONSIBILITIES** | | | **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. | | | **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** | | | **Minimum Qualifications** | * Certified HVAC Trainer with extensive experience of 3-5 years. | | | | |

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