For our subsidiary in Shanghai we are looking for a Competence Development Consultant

ABOUT US

We are **UNIQUE**, a boutique consultancy with dedicated focus on organizational-, personal- and process development. We support our customers to improve efficiency and effectivity within their organizations.

We add sustainable value via our integral approach of consulting, training, coaching and hands-on guiding of our customers through the entire change and improvement process in the focus areas of Executive Development, Strategy Development, Supplier Development, Lean Management, Warranty Management, Interim Management and Customized Solutions.

We believe personal contact and building lasting relationships when working with our (potential) clients is important. We like to think in challenges, not in problems and we are focused to offer solutions. We work in interdisciplinary teams and we believe in the strengths of each individual team member. We always look for ways to combine those strengths to create teams that fully support our customers demands.

ABOUT THE POSITION

As Competence Development Consultant you create and administers seminars for our clients, assesses training and development needs for organizations, helps individuals and groups develop skills and knowledge, creates training manuals, presents in-person seminars, monitors seminars for effectiveness. On a day to day basis you will manage a variety of work, which includes but not limited to

- Oversees seminars that include web-based seminars, printed manuals, group sessions, training videos, and more
- Determines training needs and requirements for an organization or group by meeting with managers, talking with employees, or administering surveys
- Modifies or creates course materials and training manuals to meet specific training needs
- Presents in-person and online seminars
- Schedules seminars, organizes information technology and other equipment, and manages course enrolment
- Monitors training programs and manuals to ensure that they are effective and up-to-date and makes updates as necessary
- Works with our clients to address learning issues, instruction problems, or new educational needs
- Manages costs for all programs, productions, and publications in order to report to organization executives regarding a return on investment
- Maintains understanding of new educational and training techniques and methods

THE IDEAL CANDIDATE

The ideal candidate for the position holds the following combination of qualifications and experiences

- Bachelor's degree or master degree in field of Business Administration, Mechanical Engineering, Human Resources or similar fields
- Proven work experience as a training manager
- Track record in designing and executing successful training programs
- Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Good computer and database skills

KEY COMPETENCIES

Our Competence Development Consultants have mastered the following key competencies

- Excellent communication and leadership skills
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability for reports and training manuals
- Contract negotiation
- Willingness to travel
- Adaptability
- Good teamplayer
- Able to tolerate stress
- Fluent in English and Chinese

CONTACT US

For additional information about the position or **UNIQUE**, please do not hesitate to contact Mr. Thomas Roesler by telephone +86 138 1762 9715 or via email tr@unique-consulting.org

APPLICATION

If you feel convinced you are the right candidate for this position, please send us your motivation letter in English clearly describing your match to **UNIQUE** and the function and your resume outlining your experience, education and responsibilities to recruiting@unique-consulting.org before 14 September 2018.