

Focus Edumatics Pvt Ltd

Official name of the designation: Trainer - Tutoring

Educational qualifications required: Bachelors' degree/ Masters (Except BE/ME)

Prior experience/skill sets required: 2 Years (Online tutoring experience preferred)

Good in written and oral communication, should have adequate working knowledge in MS office, word, excel, PPT. Ability to use the different training platforms will be an added advantage, WebEx etc

Roles and responsibilities:

- a) Able to train the team of trainee tutors in terms of Subject knowledge, communication and the process
- b) Good in Subject knowledge and able to prepare effective training plans and materials in word/excel/ PPT
- c) The trainer should conduct Mocks and certifications to the trainee tutors
- d) The trainer should be accountable for the outcome of the trainings and numbers, performance/progress in terms of delivering quality tutoring sessions, punctuality, commitment etc
- e) The Trainer should be pro-active, able to shoulder different responsibility as per the company's requirement, flexible enough to work round the clock, good motivator, able to inspire and build confidence among trainee tutors

Reporting hierarchy (reporting to): Operations Head

Compensation offered: 1.80 to 3.0 L CTC Based on the experience and Current CTC

NOTES: If you have any questions, please write to hr.cbe@focusedumatics.com