

# BOEING COMPOSITES MALAYSIA

## TRAINING

We are looking for a motivated and experienced Training Specialist to join our Human Resource Team. You will be responsible for identifying training needs, developing and delivering learning programs and ensuring our workforce is equipped to meet strategic goals

### Responsibilities:

- Conduct training needs assessment using surveys, interviews and performance data
- Develop, implement and manage comprehensive learning and development programs
- Collaborate with department heads to align training with business objectives
- Coordinate with internal teams and external training providers
- Monitor and evaluate training effectiveness and continuously improve training methods
- Ensure compliance with all legal, regulatory and internal training requirements
- Support knowledge retention and succession planning and talent development
- Maintain training records and prepare reports on training performance

### Requirements:

- Bachelor's degree in Human Resource Management, Business Administration, Education, or any related field
- Minimum 5 years of relevant experience in learning & development, training coordination, or HR is preferred
- Good communication and organizational skills
- Proactive, detail-oriented, and willing to learn
- Proficient in Microsoft Office and learning systems/tools
- Able to work collaboratively with different departments and external training providers

### Kindly contact or send your resume to the below address:

Human Resources Department  
Boeing Composites Malaysia (411595-X)  
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam  
06050 Bukit Kayu Hitam, Kedah Darul Aman.  
Tel: 04-922 2777 / 04-9217732  
Email: [jobs@boeingcomposites.my](mailto:jobs@boeingcomposites.my)