

Change & Training Analyst

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Company: TMF Group

Location: Colombia

Category: life-physical-and-social-science

We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted here, on our website.

ABOUT TMF GROUP

TMF Group helps its clients operate internationally and 'belong' anywhere in the world.

Our work includes supporting companies of all sizes with services such as HR and Payroll, Accounting, Corporate Secretarial, Global Governance and Administration and Fiduciary Services for Structured Finance, Private Equity and Real Estate Investments.

REQUIREMENTS:

Graduated;

Languages: advanced Spanish, English and Portuguese;

Availability to work flexible hours;

Experience and affinity for administrative skills, as it relates to the various needs of the role;

Strong ability to work independently in a remote working environment with minimal oversight;

Assist in execution of digital learning activities according to regional and global strategy.

Identify, create and develop and periodically update the classroom and e-learning handouts, instructional materials, aids, manuals and communication channels to drive desired

improvements.

Translate requirements into trainings that will guide employees in their current role.

Facilitate/Support/Conduct training sessions when required on defined products/tools/applications and any other training on Digital Operations

Create presentations, videos, communications creatively using software tools for video editing. Knowledge on Camtasia, PowerPoint video is a plus.

Support in execution of change management activities according to regional and global strategy.

Serve as a performance change agent and guide teams through data driven continuous improvement activities.

Assist in measurement of success of change initiatives and strategies and support in implementing corrective actions!

Assist in establishing and improving key performance indicators to better identify, measure, and improve the effectiveness of change embedment.

Identify resistance and performance gaps and help to develop/implement corrective actions.

Build and maintain relationships with stakeholders who have accountability for program execution.

Build relationships with executive members of cross-functional organizations.

Provide regular, accurate and appropriate reporting to the different stakeholders on the change management progress, risks and issues.

Make an impact.

Our global presence in more than 80 countries allows you to impact how global and diverse clients do business as well as give back to the global communities we operate in

Be part of One TMF

At TMF Group, it's our people who make us who we are. Our company thrives on entrepreneurial spirit and is full of proactive people who combine enthusiasm with responsibility and accountability.

A world of opportunity

Regardless of where you are in your career, TMF Group opens a world of opportunity where you will be part of our team and is supported in your global career journey.

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