

TRAINING CENTER OPERATIONS MANAGER



JOB DESCRIPTION

Sanasa Life Insurance Company Limited being one of the Fastest Growing Insurance Company in Sri Lanka is searching for a Training Center Operations Manager to manage its one of the Strategic Business Units in Talent Development and Educational Sector who has strong leadership skills and the ability to approach business with a creative point of view.

The Training Center Operations Manager will lead our team of high-performing Executives to be efficient, productive, and effective. The ideal candidate should possess extensive experience within our industry, preferably having worked their way up to an executive role. We believe this trajectory helps a person develop a unique mix of business and management expertise, plus proficiency with the practices, policies, and procedures of the training Field.

OBJECTIVES OF THIS ROLE

- Collaborate with the Sub Committee of the Board of Directors of the organization in setting and driving organizational vision, operations strategy, and hiring levels
- Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, and annual operations planning
- Oversee all training Center operations and employee productivity, building a highly inclusive culture that ensures team members can thrive and that organizational goals are met
- Ensure effective recruiting, on boarding, professional development, performance management, and retention
- Ensure compliance with national and international regulations, and take appropriate action when necessary in managing the Training Center.

RESPONSIBILITIES

- Analyses internal operations and identify areas for process enhancement
- Implement Training Center strategies and plans that align with the short- and long-term objectives developed in tandem with the Sub Committee
- Oversee operations, HR, and accounting, Training Center Administration, Resources Panel management and partner with the Sub Committee in sales management so that sufficient investment capital can be budgeted for near-term growth targets
- Manage capital investments and expenses aggressively to ensure that the company achieves investor targets for growth and profitability
- Monitor performance of Resources Panel and staff with tracking software and take corrective measures when necessary, and prepare detailed updates and forecasts
- Build and maintain trusting relationships with key customers, clients, partners, and stakeholders

Required skills and qualifications

- Five or more years of experience in Managerial capacity roles
- Excellent leadership skills, with steadfast resolve and personal integrity
- Understanding of advanced training Center business planning and regulatory issues
- Solid grasp of data analysis and performance metrics
- Ability to diagnose problems quickly and foresee potential issues

PREFERRED SKILLS AND QUALIFICATIONS

- Management of external trainings / Curriculum development and Marketing experience
- International Affiliation and Collaboration experience

The successful candidate would be provided with a competitive remuneration package on par with industry standards and other fringe benefits Applications with detailed curriculum vitae and contact details of Two Non-Related Referees, to careers@sicl.lk or to the address given below.

Chief Executive Officer,
SANASA Life Insurance Company PLC,
#340, 2/1, R.A. De Mel Mawatha,
Colombo 03.