

## Job Description

A. Basic Information					
<b>Entity:</b>	Tetra Pak Binh Duong	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 10px;"> <b>IFE</b>  <b>Internal Grade</b>  <b>Job Code</b> </div> <table border="1" style="border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table> </div> <p style="font-size: small; margin-top: 5px;">To be completed by HRSC</p>			
<b>Position Title:</b>	Training Assistant				
<b>Department:</b>	WCM				
<b>Reporting to (Position):</b>	WCM Manager				
<b>No of Direct Report(s):</b>					

B. Job Scope
<p><b>Job Responsibilities</b> (As the job exists today and not the future]</p>
<p><b>1. Job summary:</b> Training assistants contribute to the daily administration and coordination of training functions and events.</p> <p><b>2. Detailed job duties:</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Organize and Coordinate Training Events</b> Training assistants organize training events by scheduling travel arrangements, making lodging arrangements, and scheduling conference and training room time for various training events.</p> </li> <li> <p>• <b>Create Training Materials</b> Training assistants create written and visual training materials used to guide trainees.</p> </li> <li> <p>• <b>Clerical Duties</b> Training assistants perform office clerical duties such as organizing digital and paper files as well as copying and scanning documents.</p> </li> <li> <p>• <b>Design Training and Course Schedules</b> Training assistants create training course schedules and training timetables.</p> </li> <li> <p>• <b>Write Promotional Materials</b> Training assistants write newsletters and other promotional materials to market available training programs and courses.</p> </li> <li> <p>• <b>Prepare Conference and Training Rooms</b> Training assistants straighten up and restock conference and training rooms, refilling supplies, and performing light custodial tasks as needed to keep these areas clean and well-organized.</p> </li> <li> <p>• <b>Other Activities</b> Participate E&amp;T WCM pillar in factory Provide support to the WCM team leader and team activities Supporting customer visits and audits for planning and administration.</p> </li> </ul>

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this position description restricts management's rights to assign or reassign duties and responsibilities to this position at any time.

Contribute to motivate people through positive attitude and stimulate mindset changes  
 Any other duties to be assigned from time to time

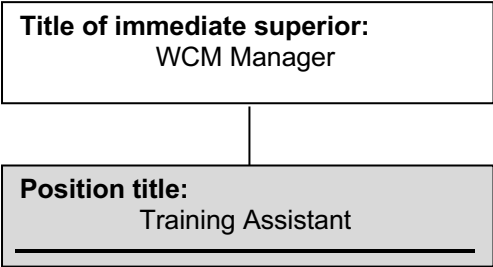
C. Minimum Requirements			
<b>Education Level:</b>	<ul style="list-style-type: none"> <li>• Diploma (Specify discipline)</li> <li>• Bachelor (Specify discipline)</li> <li>• Engineer or Equivalent)</li> <li>• Master (Specify discipline)</li> </ul>	Technique Technique Technique Technique	<input type="checkbox"/> Req'd <input checked="" type="checkbox"/> Pref'd <input type="checkbox"/> Req'd <input type="checkbox"/> Pref'd <input type="checkbox"/> Req'd <input type="checkbox"/> Pref'd <input type="checkbox"/> Req'd <input type="checkbox"/> Pref'd
<b>Relevant Experience:</b>	<ul style="list-style-type: none"> <li>• No experience required</li> <li>• 1 to less than 3 years</li> <li>• 3 to less than 5 years</li> <li>• More than 5 years</li> </ul>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Job Skills/Knowledge:</b>	<ul style="list-style-type: none"> <li>• Computer skills</li> <li>• Numeracy</li> <li>• Technical</li> <li>• Forklift</li> <li>• Problem solving</li> <li>• Others:</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(Please specify): Excel Skills (Macros, Pivot Table)
<b>Leadership Elements:</b>	<ul style="list-style-type: none"> <li>• Change</li> <li>• Collaborate</li> <li>• Develop self</li> <li>• Develop others</li> <li>• Engage</li> <li>• Perform</li> </ul>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

D. Travel Requirements	
<b>Percentage of Travel:</b>	<ul style="list-style-type: none"> <li>• Travelling is minimal</li> </ul>

E. Work Environment	
<b>Percentage in each Workplace:</b>	<ul style="list-style-type: none"> <li>• Office      70%</li> <li>• Production   30%</li> </ul>

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**F. Line of command/career growth**



<b>G. Approval</b>	
<b>Factory Personnel</b>	Reviewed Date: _____ Reviewed By _____
<b>HR Service Centre</b>	Approval Date: _____ Approval By: _____

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## Appendix

- **Change:** Understand the need for change in a developing business environment. Drive, embrace and implement identified changes.
- **Collaborate:** Actively partner and work together across borders internally and externally, to understand and improve our customers' and our own business.
- **Develop Others:** Continuously develop individuals and teams for the present and future needs of the Tetra Pak organisation
- **Develop Self:** Continuously broaden, deepen and apply learning about yourself, the business landscape and your area of expertise.
- **Engage:** Seek opportunities to communicate & discuss the business landscape, vision & strategy, to create purpose and gain commitment from every employee.
- **Perform:** Relentlessly drive continuous improvement. Hold self and others responsible for results.

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