

Office of the CEO: Education Administrator Internship

Overview:

Nitto is a listed material science company headquartered in Osaka, Japan.

One of the main missions of Office of the CEO in the Americas is employee education to develop human resources who meet our corporate culture and live on our corporate philosophy.

Education Administrator will efficiently and effectively organize and improve training events. Another important role of Education Administrator is to gather various corporate training needs from employees in different sites, and by cooperating with a team, provide creative solutions to meet such needs.

< Role >

- Plan and execute 3-4day training sessions in Teaneck Office (New Hire Onboarding twice a year, Manager training once a year) cooperating with the team
- Gather any other training needs from all sites of the company and share summary with the team
- Manage administrative information of multiple people efficiently in a timely manner
- Communicate with corporate leaders and collect information to create list of training ideas, and arrange training contents using internal resources in cost efficient ways

< Required Skills >

- Proficiency in Microsoft Office Suites (Outlook, Excel, Word, PowerPoint)
- English proficiency in writing and speaking
- Communication ability in Japanese is a plus
- Proficiency in administration /event organization

< Qualifications >

- Interests in education, training, human resource development
- 0-3 years of experience in education, human resource development or training
- Junior or higher grades (if you are still in college)
- Ability to work with a team, and motivate others
- Time management and organization skills
- Willingness to learn Japanese culture
- Ability to maintain a high level of enthusiasm, motivation and a positive attitude
- Passion for innovations and technologies
- Passion to provide people with higher quality experience

< Other requirements >

- Must have reliable transportation for the duration

< Work Hour >

- Minimum 7h/week, up to 20h/week
- Special occasion: Four (4) full days attendance required to organize New hire onboarding training (in June and in November) and Manager training (October)