

WORK VAPOR

Job Link: <https://workvapor.in/jobs/online-virtual-training-coordinator-work-from-home-384788/>

HIRING ORGANIZATION

NIIT Learning Systems

EMPLOYMENT TYPE

Contractor

JOB LOCATION

? Remote work from: India

ONLINE VIRTUAL TRAINING COORDINATOR | WORK FROM HOME

DESCRIPTION

Freelance Training Coordinator, Virtual Classroom Support – Work From Home

Support live online training sessions from home. Help learners solve technical issues. Work with NIIT Learning Systems as a freelance training coordinator.

Company: NIIT Learning Systems

Position: Freelance Training Coordinator (Virtual Classroom Support)

Industry: Education / Training

Employment Type: Freelance / Contractual

Work Mode: Remote (Work From Home)

Salary:

- ₹600 per session (6:00 PM and 10:00 PM shifts)
- ₹800 per session (3:30 AM shift)
- ₹5,000 one-time training stipend after successful training, assessment, and minimum session support

Shift Timings:

- 6:00 PM
- 10:00 PM
- 3:30 AM (subject to minor DST changes)

Session Duration:

- 4 to 6 hours per session

HR Contact:

- Contact Person: Jasleen Kaur
- Mobile: +91 7042458078
- Email: Jasleen.2.Kaur@niitmts.com

This is a remote freelance opportunity. You will support virtual classroom sessions and help learners during live training. Good communication and basic technical troubleshooting skills are important.

Job Responsibilities

- Provide live technical support during online classes.
- Resolve audio, video, login, and connectivity issues.
- Help learners access training platforms.
- Support trainers during virtual sessions.
- Monitor chat messages and learner participation.
- Re-engage inactive learners.
- Assist with roleplay activities.
- Track attendance using Google Docs.
- Record technical issues and escalations.
- Coordinate with trainers on learner progress.
- Ensure learner questions are answered.

Eligibility Criteria

- Graduate in any discipline.
- Experience in BPO, Customer Support, Contact Center, or Technical Support is preferred.
- Good spoken and written English.
- Basic troubleshooting knowledge.
- Familiar with Google Docs and online tools.
- Good communication and problem-solving skills.

Work Requirements

- Quiet workspace at home.
- High-speed internet connection (minimum 40 Mbps).
- Laptop or desktop with webcam.
- Headset with microphone.

Key Skills

- Customer Support
- Technical Support
- Troubleshooting
- Virtual Training Support
- Communication Skills
- Google Docs
- Problem Solving
- Learner Engagement

How to Apply

Interested candidates can contact the HR team directly.

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