



JOB DESCRIPTION

Training Professional

Essential Functions and Key Responsibilities:

- Manages Training Program in support of achieving site, customer and/or production goals.
- Implements and manages program specific training plans throughout all phases of performance for assigned program.
- Develops training curriculum for various company trainings.
- Assesses training needs of organization and effectiveness of courses.
- Creates and conducts training presentations using a variety of media (PowerPoint slides, video, etc.) for company personnel.
- Coordinates class scheduling with employees, supervisors and vendors.
- Maintains accurate employee records and documentation.
- Ensures compliance with all regulatory agencies.
- Measures performance to company goals and standards.
- Fosters a work environment that is productive and conducive to respectful rapport with all team members.
- Performs other duties as assigned by Director of Quality.

Supervisory Responsibilities:

- None

Qualifications:

- Bachelor degree in Education or equivalent. Minimum of five years' experience in education/training preferred.
- Proficient in Microsoft Office Suite including Word, PowerPoint, and Excel.
- Excellent interpersonal and communication skills.
- Effective Time Management with the ability to organize and manage multiple priorities.
- High attention to detail.
- Problem analysis and problem resolution at both a strategic and a functional level.
- Strong customer orientation and be a team player.
- Commitment to company values and ethics.
- Must be able to obtain a passport and travel for training or conferences if needed.

Physical/Work Environment:

While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be exposed to hazardous chemicals. Work around machinery with moving parts. The noise level in the work environment typically ranges from light to moderate.