



CORPORATE TRAINER (Philadelphia)

Summary

The Corporate Trainer reports to the Training Director. The Corporate Trainer is responsible for developing training programs and providing hands-on training primarily focused on the Company's MRP software system. The Corporate Trainer is responsible for developing training curriculum, developing and cataloging training activities (and associated collateral material) taking place throughout the Company, and developing and monitoring appropriate knowledge and skill standards for employees. The Corporate Trainer demonstrates skill in explaining the technical complexities of various software programs used by the Company, as well as the products the Company sells, to a diverse user community in clear and understandable terms.

The Corporate Trainer has in-depth knowledge of the Company's products and information systems as well as strong administrative and communication skills. The Corporate Trainer works well in teams and across functions. The individual also has demonstrated ability to create training programs, be a strong teacher and have great attention to detail.

Essential Tasks and Responsibilities *(Other duties may be assigned)*

- Survey and catalog all existing Corporate training material, programs and other resources used throughout the company.
- Maintain an up-to-date listing of all Corporate training courses, programs, material, etc., available to employees.
- Help design/develop an overall training plan for the Company, including identifying specific training to meet unfilled needs and job specific training requirements.
- Design, develop and manage new training programs and material necessary to meet the plan's objectives. Ensure that the training is appropriate for the position and skill level of the trainees.
- Schedule and maintain a calendar of training activities.
- Monitor, evaluate and review the quality and effectiveness of training programs, including assessing the performance of individuals attending IT training programs.
- Report results and overall assessment of on-going training activities.
- Work with existing trainers and other employees in coordinating the provision and effectiveness of on-going training activities.
- Work with the Training Manager to develop a tracking system for employee participation in training programs, including inclusion in personnel files.
- **Provide hands-on training (or identify outsourced alternatives) for the following:** ASW, Company work instructions, Analyzer, Microsoft Office applications (Word, Excel, PowerPoint, Access), ACT!, Outlook, Company Intranet, Company web site, Company standard reports and queries, Company products and services, Company history, culture and values, Specific functional needs of various departments (i.e., product, finance, etc.)
- Serve as a "help desk" to respond to employee questions
- Work within PEI-Genesis Management and ISO9000 guidelines and instructions.

Technical Competencies

- Strong teaching/training skills
- Strong computer skills, including in-depth knowledge of ASW, Microsoft Office, ACT! And other Company software and hardware platforms
- Strong communication and management skills
- Ability to assess training activities and develop training programs

Education/Experience/Skills

- High School Diploma required, College and/or advanced learning desired