

**About Us:**

Redbarn® Pet Products is a manufacturer of premium pet food, treats, and chews. For over 20 years, Redbarn has been a family-owned business, and our co-founders, Jeff and Howie, are committed to staying that way. What began in 1996 as two lifelong best friends cooking in a kitchen has flourished into what they call, one big family. Jeff and Howie are honored to have many talented people who've worked beside them for 20 years now and to support a team of more than 500 today. Together, we work every day to put a smile on your pet's face.

The Company offers competitive wages and benefits including employee discounts, company matched 401(k), Medical Insurance, Paid Vacation, Paid Sick and Paid Holidays.

**Summary: The Training Clerk** will facilitate the organizations training compliance by training and maintaining records of and schedules for employee training.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Organizes and coordinates training sessions; reserves space for training, ensures that audiovisual equipment is available and operating, distributes materials such as handouts and quizzes, and handles other similar details and tasks.
- Conducts classroom training using the Alchemy Training System or other training methods.
- Assist managers with translating training content in Spanish as needed.
- Maintains records of attendance and successful completion of training.
- Develops or assists with development of and maintains a company-wide training calendar; tracks required initial and refresher training schedules.
- Researches and examines training products, reviews samples, demonstrations, and website content, and suggests additions or enhancements to the HR/Safety Training Manager.
- Assists the Safety Manager and other training staff with their assigned duties.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Extremely organized with attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Ability to operate basic office and audiovisual equipment.
- Ability to read, write and speak in the English and Spanish language.
- Ability to conduct training sessions in the English and Spanish language.

**Education and Experience:**

- High school diploma or equivalent required.
- At least one year of general office experience preferred.
- Will train the right candidate.

**Physical Requirements:**

- Regularly required to sit; reach with hands and arms and talk or hear,
- Frequently required to stand, walk, climb or balance and use hands to finger, handle, or feel.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Frequently lift and /or move up to 10 to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and depth perception.

To apply, please click on the following link or copy and paste link to web browser.

<https://recruiting.paylocity.com/recruiting/jobs/Apply/916908/Redbarn-Pet-Products-LLC/Training-Clerk>

Redbarn® Pet Products is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.