



Company Training Manager

Created: 04/5/ 16

Revised:

SUMMARY

Under limited supervision plans, coordinates, and directs quality control program designed to ensure continuous production of products consistent with established standards by performing the following duties.

RESPONSIBILITIES

We are looking for a professional Company Training Manager to ensure the smooth and effective functioning of training events and special projects. You will manage, design, develop, coordinate and conduct large or small scale training programs. This role will train all employees on company policies and company SOPs.

- **Map out training plans, design and develop training programs**
- **Choose appropriate training methods per case (simulations, mentoring, on the job training, professional development classes etc.)**
- **Market available training opportunities to employees and provide necessary information**
- **Conduct organization wide needs assessment and identify skills or knowledge gaps that need to be addressed**
- **Use accepted education principles and track new training methods and techniques**
- **Design and prepare educational aids and materials**
- **Maintain accurate records of employees that have been trained and when training is due**
- **Complete audits as needed for company training**
- **Manage and maintain in-house training facilities**

REQUIREMENTS

- **Proven working experience in coordinating multiple training events in a company setting**
- **Extensive knowledge of instructional design theory and implementation**
- **Adequate knowledge of learning management systems and web delivery tools**
- **Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)**
- **Familiarity with traditional and modern training methods and techniques**
- **MS Office proficiency**
- **Advanced organizational skills with the ability to handle multiple assignments**
- **Strong communication skills (Verbal and written)**
- **MUST be bilingual in English and Spanish**
- **Previous experience in SQF or OSHA Training a Plus**

Education:

- BS degree in Education, Training, HR or related field (Experience of at least one year may substitute this)

Physical

While performing the duties of this job, the employee is regularly required to sit and use hands to manipulate, handle or feel objects and office equipment. The employee frequently is required to talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel or crouch.

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HR Administrator



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