



Training Coordinator 1

Job summary

The [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) is responsible for the coordination of corporate, safety and compliance training events. This includes vetting 3rd party trainers and computer-based training (CBT) courses, scheduling in-person and online training events, coordinating with operations leadership and the Environmental, Health, and Safety (EHS) department to determine regulatory-required and best practices training, tracking employee trainings in the learning management system, assist in the creation of training content for in-person and online trainings, and ensuring the trainers have all the necessary equipment and materials for training sessions.

Responsibilities

Partner with operations and EHS leaders to identify necessary trainings and schedule training events. This includes coordinating with internal or external trainers, identifying and tracking when various employees require trainings or refresher courses, calendar management, enrollment of employees, and tracking training completion.

Support training events by scheduling conference rooms, ordering necessary course materials, and ensuring the instructor has all necessary items to conduct the class.

Maintain training records in the LMS; provide reports and information on completed trainings necessary; assist with audits of training records.

Identify and vet internal or third-party training vendors and CBT courses to meet training objectives and requirements; create and edit training content.

Requirements

High school diploma or equivalent required

Midstream industry experience preferred

Strong analytical and organizational skills to manage multiple training events and initiatives

Ability to manage calendars and scheduling of multiple events

Training Coordinator 2

Job summary

The [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) coordinates all training for the Production operators. Works with the Manufacturing Training Team to develop a consistent effective and efficient training system for the Company. Prepares materials and conducts training on Production Training Policies and Procedures and other required Quality System procedures. Maintains training records for compliance for operators.



Responsibilities

Work proactively with [production manager](https://100hires.com/production-manager-job-description.html) and supervisor to identify the area's training needs and ensure compliance.

Acquire and maintain familiarity with the critical operations and product usage to help improve processes and support training.

Ensure that all Production Employees are trained to current revision of all required documents (Production Training Policies and Procedures or other Quality Systems Training).

Provide guidance, feedback and direction to Line Trainers in their area of responsibility.

Delegate process training/re-training for employees to appropriate Line Trainers.

Accurately maintain training records system (CSOD, manual or other system as appropriate).

Maintain training compliance reporting.

Compile manufacturing training metrics.

Requirements

Minimum of 4 years of experience of relevant experience and may require vocational or technical education or certification in addition to prior work experience

High school diploma or equivalent

Excellent attention to detail including accurate record keeping

Demonstrated record of excellent performance in meeting high standards of quality, quantity and dependability (attendance and punctuality)

Prioritizing and organization skills

Ability to read, understand and work with detailed visual aids such as method layouts, detailed diagrams, schematics, process flow sheets and related assembly documentation

Ability to maintain good working relationships with engineers, managers, production associates, fellow team members, and others across functional and management levels

Training Coordinator 3

Job summary

Under general supervision, a [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) coordinates the facility's training program by identifying appropriate personnel for training, ensuring presenters are available when scheduled, and assisting in any additional needs that may be required during training assignments. This position also ensures that all training records are maintained in an accurate and thorough manner. This position may also present training information that is of a standard or routine nature. Assists in preparing and updating training materials.



Responsibilities

Coordinates the delivery of pre-service, in-service and on-the-job training for new and existing employees. May present standard and routine training topics on an as needed basis.

Maintains schedules of training programs throughout the year. Posts training programs within the facility.

Coordinates the delivery of training topics by identifying appropriate personnel to present material and ensuring that attendees are properly scheduled to attend. Ensures effective flow of presentations during training sessions.

Coordinates the scheduling of personnel when they need to attend training programs. Maintains training records on personnel attendance. May complete necessary information to ensure the facility's compliance requirements. Verifies that all employees' certifications are current. Advises employees of re-certification deadlines and works with employees to ensure certification remains current to client agency requirements.

Coordinates or provides facility orientation for volunteers and contractors.

Maintains all training files for the facility.

May assist management in identifying facility training needs and the developing an annual training plan.

Performs other duties as assigned.

Requirements

High school diploma or equivalent certification required. Associate's or Bachelor's degree in Communication, Training and Development or related field preferred.

Three (3) years relevant work experience in a related field required. Prior work experience in training design, development and implementation of institution training programs desired.

Must be able to work with all personnel within the facility. Must be able to effectively partner with external customers are necessary.

Above average verbal and written communication skills. Proven experience in conducting presentations in front of groups preferred.

Certification as training instructor from a national governing board.

Must meet or exceed all standards and qualifications required by client agency for training personnel.

Required to be current with all policies and regulations affecting the facility.

Must be able to use computer and the software application packages used by the facility.

Training Coordinator 4

Job summary

The [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) will collaborate



with all stakeholders to analyze, identify, plan, develop, update & coordinate training with the goal of creating consistent training across all locations, using all available methods and technologies.

Responsibilities

Product ownership of the training technology.

Assist in developing training programs, manuals/materials, schedules and goals for required training of all new and existing employees.

Identifies, plans and develops training programs of various methods such as demonstrations, on-the-job training, classroom style trainings, coaching, and more while utilizing the technology provided.

Identifies training needs or deficiencies and responds to requests from other departments for training programs or materials in specific areas.

Create training manuals, documents, videos or other multimedia aids and materials to supplement training goals.

Development of training assessments.

Reporting and KPI's of training program completion / compliance.

Training technology system administration responsibilities & collaborate with others deemed as system admins.

Train and coach managers, supervisors and others involved in employee development efforts.

Evaluates training materials and programs for efficacy and modifies appropriately on an on-going basis. Actively drives continuous improvement.

Tracks on-going training initiatives, prepares reports on progress and suggests solutions for any issues with progress.

Develops procedures for testing and evaluating training program efficiency & effectiveness and conducts follow-up of completed training to evaluate and measure results of training procedures, schedules and overall program efficiency.

Support external 3rd party / customer audits with regards to training requirements.

Other duties may be assigned.

The above listed duties & responsibilities are intended to describe the general nature of the work for this position and may not include all duties and responsibilities associated with this position with changing needs of the role, department or business. We will make every effort to communicate changes/additions as far in advance as possible.

Requirements

Bachelor's degree or combination of education and/or experience

Minimum of 3 years developing consistent training plans, schedules & assessments preferably with multi-site organization

Ability to travel as needed

Strong computer/technological skills

Strong communication skills

Strong follow-through and follow-up



Technical writing abilities

Training Coordinator 5

Job summary

We are looking for an experienced, results-oriented [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) with a positive attitude and a strong work ethic. The [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) will work under the direction of a Training Administrator and will focus on designing and developing training programs and materials and providing training for staff. Training programs to be offered include technical and skill-based training, as well as training on current and future systems and processes. The [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) will consult with managers, supervisors, and employees to create training programs for new and existing staff. They may also provide “train the trainer” sessions to employees responsible for training other employees on a variety of subjects.

The ideal candidate will possess strong communication and decision-making skills, be able to work on multiple shifting priorities, and have the ability to work with diverse customers and stakeholders at all levels of the organization. An ability to work effectively alone and as part of a team are a must.

Responsibilities

Conduct training needs analysis to gather information and target training for new and existing employees at all levels of the organization.

Consult with employees and supervisors to design, develop, and refine training programs for full-time and temporary staff.

Develop and prepare training materials such as participant guides/manuals, handouts, visual aids, eLearning courses, multi-media materials, and evaluation forms.

Plan, develop, coordinate, promote, schedule and conduct training programs.

Create, update and organize training materials.

Conduct “train the trainer” sessions.

Develop metrics to evaluate the effectiveness of training efforts via evaluations, surveys and other methods; recommends and implements process/training improvements.

Provide periodic reports and analysis of training activities and outcomes.

Requirements

Minimum three years of progressively responsible training and/or management experience OR any equivalent combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the work

Experience developing and producing high-quality training curriculum and other materials



Demonstrated skill in delivering training and facilitating learning experiences, both virtually and in-person

Demonstrated skill writing and editing in a clear and concise manner for instructional purposes

Demonstrated ability to be effective in group settings as a facilitator

Demonstrated ability to solve problems by being collaborative, creative and analytical

Ability to work with diverse stakeholders at all levels to produce results

Knowledge of techniques and strategies in conducting needs and tasks analysis

Knowledge of the construction of valid learning assessments

Strong organizational and time management skills

Strong conflict-resolution skills

Understands the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace

Experience working with Adobe Captivate and Camtasia to create eLearning courses and other multi-media training content

Experience using Adobe Creative Cloud products such as InDesign, Photoshop, and Illustrator

Training Coordinator 6

Job summary

The [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) contributes to the overall learning experience of Company's customers by providing quality, effective and efficient event and logistics planning while strategically identifying and utilizing resources for development of solutions in support of the training/business goal, achieving budget savings through skillful product/service contract negotiations.

Responsibilities

Consult with training professionals and business partners for understanding of the program needs and objectives, participants, overall agenda, budget, etc. to provide customer-focused, insightful event & resource planning and coordination recommendations while meeting regularly with team, providing updates, staying informed and ahead of potential issues, serving as problem resolution principal.

Provide metrics for class registrations, create and maintain utilization reports, build, execute and update scorecards for reporting to team, internal partners, etc.

Negotiate and contract with vendors, establishing and reinforcing solid business relationships, identifying most cost-effective, suitable route to conduct/support program or outside event, adhering to budget, managing Procurement issues/requirements, and providing timely reconciliation of expense information to Management.

Serve as a department service consultant to project plan, manage and execute program and event logistics including but not limited to: training space, hotel accommodations, transportation, student supplies, student mailings, dinner events, customer service liaison, CE filings and maintenance, security and real estate requirements, etc.



Requirements

Demonstrated success in managing multiple projects and resources for simultaneous training events in a fast-paced environment; establishing priorities and meeting deadlines

Exceptional relationship management and customer service skills with multiple stakeholders, business customers/partners, always presenting professional, flexible, diplomatic demeanor while working with various styles and perspectives

Strong negotiation skills and ability to influence to acquire desired outcomes

Strong verbal and written communication abilities to communicate effectively and at all levels of the organization including senior management

High attention to detail / strong organizational skills

Strong resourcefulness and strategic problem solving skills to engage right resources and secure swift/effective resolutions

Foresight/forethought and the ability to be one step ahead always anticipating what may happen with a backup plan in place

Strong proficiency with Microsoft Office (Word, Excel and PowerPoint)

Flex schedule/hours when necessary to support on-site training events and/or being on call for offsite social/networking events, etc.

Training Coordinator 7

Job summary

We are looking for an experienced [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) to join our team.

Responsibilities

Directs, oversees and leads training by partnering with the Regional Training staff to ensure training compliance is met.

Oversees and coordinates the work of designated trainers throughout the center. Identifies areas of operational opportunity for continuous improvement.

Supports management in implementation of corrective actions to eliminate regulatory deficiencies in training. May assist in the development and facilitation of operational training materials and programs.

Creates, maintains, and audits compliant training records and files. Ensures center adherence to training Standard Operating Procedures (SOP's) and annual training requirements, including new procedure training and re-certification activities.



Establishes and maintains the ability to perform all tasks within the center; fulfills the role of production employees when the need arises.

Reports all unsafe situations or conditions to Center Manager.

Requirements

High school diploma or GED.

Typically requires no previous related experience.

Experience in training role preferred.

Training Coordinator 8

Job summary

Consider this opportunity to join our team as a Training Coordinator!

Responsibilities

Design, develop, and facilitate training programs

Develop, create, and implement user guides for company-wide training efforts

Keep the knowledge base current according to industry changes in compliance with regulations

Create and present new company-wide training initiatives

Observe trainees during class; evaluate and document their performance on a weekly basis during the training period

Responsible for the development of the trainees during the training period by coaching and counseling as well as administering the training material

Conduct needs assessments with department managers to identify training requirements

Train clients and vendors, as appropriate

Evaluate existing departmental procedures, updates, and documents all procedures online and in hard copy formats; creates procedures if none exist

Create and present solutions to resolve productivity and performance issues identified during the evaluation process

Requirements

Bachelor's degree

Previous training experience

Previous experience at a startup

Proficient with Google Docs, Sheets, Slides, and Gmail.

Knowledge of Lessonly, Classroom, and Google Meet/Zoom



Excellent proven training skills

Ability to handle complex, multiple tasks simultaneously in a fast-paced environment and ability to manage changing priorities

Self-motivated and enthusiastic with strong interpersonal skills

Ability to work independently with minimal supervision

Training Coordinator 9

Job summary

Under the supervision of the Vice President of Operations, the [Training Coordinator](https://100hires.com/training-coordinator-job-description.html) will be responsible for the training of all employees in the area of operations to ensure business goals and objectives are met.

Responsibilities

Responsible for coordinating new hire training including company orientation, customer service and professionalism

Responsible for the ongoing development of the company's training curriculum including updating the training manuals for all states

Responsible for conducting training classes on a monthly basis but weekly if the need should arise

Coordinate with regional managers on changes with operational programs or procedures for each state

Responsible for communicating all program changes to on-site employees

Responsible for updating the content contained in the online training modules

Assist with any new client startups which includes traveling to assist with training of new staff and any special projects

Requirements

College Degree or equivalent work experience

Must be self-motivated, dependable and reliable

Ability to perform all position responsibilities as indicated above

Must be able to travel to all company locations

Training Coordinator 10

Job summary

We are looking for a Training Coordinator.



Responsibilities

Coordinate with Training Department, HR, and Crew Planning to schedule, track, and coordinate all training assignments.

Coordinate with Training Managers and Supervisors to determine monthly training requirements.

Make necessary travel/lodging arrangements

Maintain excellent communication with Instructors, Pilot Records, as well as Flight Operations Managers and Supervisors.

Maintain knowledge of all Department and Company policies

Create reports as necessary in Excel and other programs.

Other duties as assigned by Manager

Requirements

Proficient in MS Office including Excel, Word and Outlook required.

Flexibility in schedule to work overtime as needed to meet deadlines.

Must be willing to work weekends and holidays.

Excellent written and verbal communication skills.

Exceptional Customer Service Skills.

Self-motivated, team player.

Ability to work under tight time constraints and adapt to change quickly

Flexible, with strong detail skills and capability of assuming responsibility.