



Employee Requisition Form

Position to Be Filled: Trainer

Responsible: for conducting, facilitating, and supervising training and development programs for associates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design, implement, and facilitate Customer Service and Professional Development training programs.
• Posses the ability to encourage, manage, influence, and train others to achieve desired results.
• Consults with management to determine training needs and identify solutions.
• Ability to make standup presentations and ability to effectively present training programs and facilitate groups.
• Maintain a consistent and regular attendance record.
• Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
• College degree with an emphasis in Adult Learning, Education, Behavioral Science, Human Resources, or equivalent.
• 2-5 years' experience in a training/education environment.
• Proficient in the use of Microsoft Office Products and presentation equipment.
• Ability to influence others in a positive manner.
• Ability to handle confidential and privileged information with extreme professionalism.
• Must be able to work with minimum supervision and have good initiative to stay productive.
• Multitask oriented.
• Able to effectively establish priorities and meet deadlines.
• Exceptional detail and follow-up skills.
• Ability to quickly evaluate alternatives and decide on a plan of action.
• Excellent analytical ability.
• Ability to interpret policy, procedure, and data.
• Ability to work under time constraints and exercise sound judgment.
• Any other duties as assigned.

Reports To: Manager
Approximate Hours: Full time
Filling Deadline: Open Until Filled

