

## JOB DESCRIPTION

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### TITLE: **Corporate Trainer**

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#### **General Summary:**

Under general supervision, the Corporate Trainer is responsible for the development and implementation of new training programs and the maintenance of existing programs that promote and facilitate the development of a skilled, high performing, and motivated workforce on a global level. Responsibilities include researching organizational development trends and opportunities and developing strategic action plans.

#### **Essential Functions:**

Design and develop global training curriculum based on identified organizational needs and management priorities

Create skills assessment for all positions to identify training opportunities

Design and develop new employee orientation program; coordinate and conduct orientation as needed

Develop and maintain training materials as appropriate

Implement global training calendar and roll-out plans

Coordinate and conduct training and development programs including e-learning, face-to-face presentations and facilitated training sessions

Develop measurement and monitoring methods to assess training effectiveness on job performance and employee satisfaction

Create and maintain training database with class schedules, registration, attendance, etc.

Coordinate with the Manager of Human resources to maintain appropriate training and development records, budgets and timelines

Identifies external resources, subject matter experts and best practices to incorporate into training framework as appropriate

Develop talent management framework for all employees

Establishes and maintains collaborative working relationships with managers and employees

**Job Specifications:**

Bachelor's degree from a 4 year accredited college or university or equivalent training, education and experience.

Minimum of 5 to 7 years experience required.

International business experience preferred

Strong working knowledge of MS Office, Word, Excel, PowerPoint and Lotus Notes

Excellent project management skills and experience managing multiple large projects

Proven track record of influencing constituents for optimal results

Strong analytical capabilities

Excellent interpersonal communication skills

Excellent organization skills, detail oriented and ability to multitask

Flexible and able to quickly and effectively change priorities and direction

Travel domestic and international required

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