



Training Manager

Position Description

Reports to: Operations Manager

Division/Department: Administrative

Supervises: None

Status: Full Time, Exempt

OVERVIEW

The training manager is responsible for improving the productivity of the organization's employees. This position assesses company-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees. This position actively searches, creatively designs and implements effective methods to educate, enhance performance and recognize performance.

RESPONSIBILITIES

- Builds strong, positive relationships with learners (and/or other staff).
- Assists and manages the training and deployment of company SOP's.
- Schedules IICRC and other training for employees.
- Works with management to develop a 90-day training plan for new hires.
- Reports weekly and monthly on the status of new hires and their performance.
- Maintains an accurate database of ADP personnel certifications and skills sets.
- Implementation and training of job management systems.
- Facilitates training needs based on directive of Executive team.

Skills

- Is skilled in project and personnel management
- Has an excellent organizational, decision making and verbal and written communication skills.
- Excellent computer skills required: Excel, Word, PowerPoint, Outlook, and industry related software
- Industry experience in water mitigation, IICRC certification preferred
- Ability to prioritize and handle multiple tasks in a changing and growing work environment
- A thorough knowledge of the restoration process is preferred.

Qualifications

- Bachelor's Degree and/or equivalent experience
- Experience with technology training
- Experience in a leadership role
- Ability to compile reports, document projects and employee performance
- Organized and able to focus on multiple projects simultaneously
- Ability to travel, as needed

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Training Manager

Date

President

Date