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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Corporate Trainer, Exempt**

**Reports to:** Human Resources Manager

**Job Summary:**

Responsible for the design and implementation of on-line, in-person and virtual-remote training programs to improve organizational and employee performance.

* Manage logistical and administrative needs to ensure instructor-led and online training programs run successfully for the company.
* Build or update existing training content including but not limited to new hire training and on-boarding, annual process and compliance training, and product focused training.
* Motivate employees and cultivate their skills and knowledge around our products and services.

**Job Functions:**

* Collaborate with senior management and department managers to conduct needs assessment, identify performance gaps and implement training in alignment with company needs.
* Develop curriculum and design training courses.
* Administer training with a range of training tools and techniques including workshops, classroom lectures, videos or presentations, virtual communication platforms, online learning, training manuals, one-to-one coaching, and group role-play sessions.
* Evaluate success of training by assessing objectives and identifying future learning needs
* Other duties as assigned.

**Skills Needed:**

* Understanding of effective adult learning methodologies and tools
* Very strong communication, presentation, and public speaking skills
* Organization and time management
* Critical thinking and decision making
* Strong computer skills in MS Word, Excel, PowerPoint, Microsoft Teams and Outlook

**Education Required:**

* Bachelor’s degree in Business Administration, Human Resources, Management, or a related field
* Training & Development in a corporate environment and of field sales reps is preferred

**Other:**

* Must be able to stand for long periods of time
* Exert up to XX pounds of force occasionally to lift, carry, push, pull or otherwise move objects (Note: include if transport of product displays or other training materials is required).
* Must be able to travel up to XX% of the time (Note: include if relevant)
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.