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JOB TITLE:	Training Coordinator	JOB LOCATION:	Charleston, WV
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Must possess three (3) years' experience as a training coordinator or similar position• Possess knowledge of training plans and schedules, design and develop training programs (outsourced or in-house)• Experience supporting training projects and development of training materials• Must be able to work in a team environment• Applicants should have good interpersonal skills permitting productive interaction with technical and non-technical professionals• Applicants must be able to communicate effectively in English, both verbally and in writing• U.S. citizenship is required			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Responsible for managing, designing developing, coordinating, and conducting training programs assigned• Identify training needs and mapping out development plans for teams, unit, and individuals• Evaluate training activities through researching the following: mapped out training plans and schedules, designing coordination of the assigned training program and its activities and task assigned to the training activity/event, make adjustments to documents, and records as required• Develop and recommend new or revised program goals and objectives• Supports training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products• Supports the development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises• Schedule a review annually of the training activities• Identify visibility problems within the training program and determine required corrective action and provide information to the director on the findings of evaluations, reports, reconciliations, and summaries			
SALARY/BENEFITS:			
Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.			
JLMI is an equal employment opportunity employer EOE/M/F/D/V			
CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			