



780 Washington Street
Quincy, MA 02169

Training Coordinator

To apply please send resume to careers@trtlp.com

Summary -- The Training Coordinator will work with Human Resources and Management to identify training requirements and institute plans for training new and existing employees. The training coordinator will oversee the design, development, and coordination of training, and run both large and small-scale programs for the entire organization.

Key Areas of Responsibility/Essential Functions

- Maintain training documentation
- Oversee all training, including New Hire Orientation, skill qualification, required annual training, etc.
- Conduct a whole-organization needs assessments, identifying skills or knowledge gaps that need addressing
- Effectively communicate with supervisors, team leads, management and employees at all levels of the organization
- Have complete knowledge of policies, products, defects, and procedures within the organization
- Evaluate effectiveness of training throughout the process
- Ability to work with all employees in a professional and respectful manner
- Provide consistent, honest and direct feedback to those training and those involved in the training process through on-going communication and documentation
- Individual Contributor
- Reports to (position): HR Manager
- Working Supervisor
- Manager (hire/fire/discipline authority for 2+ employees)

Formal Education / Certification Requirements- Essential Requirements

- Four year college degree, in human resources, communication or business preferred

Job-Related Experience/ Skills/ Competencies

- 3-5 years of experience working as a Training Coordinator role
- Outstanding communication skills, both written and verbal
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)

- Advanced organizational skills with the ability to handle multiple assignments

Competencies

- Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions
- Sound working knowledge of best practices in creating instructional materials
- Ability to communicate effectively with management and employees
- Experience creating yearly training plans and materials
- Continuous Learning – Understand the implications of new information for both current and future problem-solving and decision making.

Travel Requirements -- Not required

Physical Requirements / Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing and movement within the refinery operations are required. This would require the ability to walk to the refinery, lift files, open filing cabinets. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. This document is subject to change at any time and is not intended to be exhaustive of all duties, responsibilities, and skills required by employees with this position title. TRT complies with all aspects of the Americans with Disabilities Act (ADA) and state disability laws.

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