



**AVONMORE  
ELECTRICAL**

*ENSURING RELIABILITY, ALWAYS*

**WE ARE HIRING:**

## ***Training Coordinator***

Avonmore Electrical Co. Ltd prioritise Training of their employees as a key goal of the business. We intend to develop a bespoke Training Programme and require a suitably qualified / experienced Training Coordinator to develop and oversee unique training courses and programmes for our employees. This role maybe suitable for a candidate who wishes to work part-time/flexibly.

### **Duties include:**

- Collate data from previous training programmes within the organisation.
- Discuss and identify staff training needs with departmental managers, human resources, and other staff.
- Develop new training programmes for all staff members based on the most appropriate training need.
- Plan all course details including programme set up, training materials, mode of knowledge transfer, maintain in-house training equipment etc.
- Implement training programmes into company procedures through LEAN processes.
- Assess and review training programmes effectiveness and appropriateness on an ongoing basis to reflect changing company needs.
- Create training schedules for all departments and maintain all training records.
- Train new employees on company policies and procedures using appropriate training methods.
- Inform employees on scheduled training and record their progress.
- Ad-hoc training duties as required.

### **The person:**

- Train the Trainer certified.
- Be driven and passionate about helping others in their professional development.
- Experience in enabling the transfer of knowledge through formal and informal training methods.
- Experience in motivating others through knowledge management training.
- Excellent, clear, and concise presentation abilities.
- Good verbal and written communication skills.
- Ability to analyse staff needs and identify suitable training requirements.
- Exceptional organisational and time management skills.
- Strong people skills essential.
- Efficient and adaptable while being able to work on one's own initiative.
- Ability to keep precise reports and records.
- Strong IT literacy.
- Experience in LEAN would be beneficial but not essential.
- Mechanical/Electrical background an advantage.

### **Salary on application.**

***The successful candidate will receive on the job training in our processes and procedures.***

*Avonmore Electrical Co. Ltd are an equal opportunities employer.*

**Apply with CV and cover letter to [brid@avonmore-electrical.com](mailto:brid@avonmore-electrical.com)**

**Closing date for receipt of applications: Close of Business, Friday, February 3rd, 2023.**