**Corporate Trainer job description**

**Job brief**

The Corporate Trainer reports to the Training Director. The Corporate Trainer is responsible for developing training programs and providing hands-on training primarily focused on the Company’s MRP software system.

The Corporate Trainer is responsible for developing training curriculum, developing and cataloging training activities (and associated collateral material) taking place throughout the Company, and developing and monitoring appropriate knowledge and skill standards for employees. The Corporate Trainer demonstrates skill in explaining the technical complexities of various software programs used by the Company, as well as the products the Company sells, to a diverse user community in clear and understandable terms.

The Corporate Trainer has in-depth knowledge of the Company’s products and information systems as well as strong administrative and communication skills. The Corporate Trainer works well in teams and across functions. The individual also has demonstrated ability to create training programs, be a strong teacher and have great attention to detail.

**Responsibilities**

* Develop curriculum and design training courses;
* Administer training for designated customer groups with the ability to deliver, project and motivate
* trainees through effective training methodologies both in group and individual classroom dynamics;
* Conduct needs assessment and identify performance gaps and implementing training best practices to
* ensure alignment with company needs;
* Collaborate with internal business partners to create industry-specific course content;
* Evaluate success of training implementation by assessing achievement of learning objectives and
* transfer of knowledge to continuously improve training solutions and identify future learning needs;
* Utilize a variety of techniques, concepts and development and delivery of training programs and
* strategies;
* Manage the learning experience consistent with company philosophy and company-wide strategy;
* Performs other related duties as assigned or requested.

**Requirements**

* + Minimum 2+ years in a training position or previous restaurant management experience in a training or mid-level multi-unit position preferred.
  + Passionate & High-Energy Attitude.
  + Excellent written/verbal communication skills and significant experience presenting to audiences of all sizes/levels.
  + Bi-Lingual is a strong plus (English/Spanish).
  + Classroom instruction, facilitation and presentation skills
  + Strong work ethics, self-sufficient & highly organized.
  + Ability to juggle multiple projects and priorities to meet the needs of the business is a must.
  + Experience demonstrating problem-solving and critical thinking skills.
  + Solid computer Skills – Working ability in Microsoft PowerPoint, Word, Excel & Outlook.
  + Great team player & able to work in a fast-paced environment.
  + Able to travel extensively and work long hours on your feet.