

The position is for a I.T. Trainer in Manhattan, NY.

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The Job Details:

I.T. Trainer

Location: Manhattan, NY

Salary Range: Unspecified - Unspecified

I.T. Trainer

Seeking an local I.T. Trainer to join our staff immediately!

As I.T. Trainer, you will develop, implement and evaluate training solutions provided to staff.

~ Training curriculums for applications such as Microsoft Suite that are utilized daily must be developed.

~ Internally developed and custom software applications such as membership and organizing modules are in scope for training solutions.

~ Assisting staff with reported issues through the Helpdesk ticketing system are ongoing responsibilities.

Responsibilities are as follows:

- Confer with leadership and employees to gain knowledge of work situations requiring training
- Develop a training schedule that meets the demands of the company
- Develop curriculum outlines and determine instructional methods such webinars, instructor led, online video demonstrations and workshops
- Develop teaching aids such as training handbooks/job aides, multimedia visual aides and computer tutorials
- Develop online site for course offerings, sign up with curriculum overviews
- Develop criteria to measure progress and to evaluate training effectiveness
- Report program status such as number of employees trained, course development timelines and courses offered
- Develop strong relationship with all departments to develop course materials and receive feedback.
- Identify and recommend changes to processes to enhance cost efficiency and effective training methodology.
- Perform related duties as assigned.

An ideal candidate must have:

- 3 or more years technical training and curriculum development experience
- College degree and training experience
- Extensive knowledge of Microsoft Office suite products
- Ability to read and interpret technical documents and procedure manuals

- Ability to write routine reports and correspondence
- Ability to develop and proof training materials
- Proven ability to speak effectively in interpersonal situations and before groups of employees
- Strong planning and organizational skills
- Ability to work independently and multi-task
- Proven presentation and facilitation skills

Earn a generous salary and comprehensive benefit plan along with working at a wonderful company!

If you are ready to join a winning team and take the next step in your career, apply today:

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Know someone else who is a fit for this position? Refer a friend & earn one thousand dollars if they get the job:

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