

COMPANY TRAINER

About the Position

As a Company Trainer you will design and deliver education/training programs on various company products and services to internal and external stakeholders. Ensure that the training is effective and maintain the standards of the company's products.

Major Duties and Responsibilities

- Work closely with the leadership team and department heads to identify training needs and schedule appropriate training sessions.
- Coordinate with internal and external teams to access additional resources and facilitate the solutions and tools needed.
- Develop and implement new strategies and processes and contribute to existing program enhancements.
- Ensure conformance to established procedures and quality training.
- Develop systems to monitor and ensure employees are performing their responsibilities according to the training.
- Monitor the effectiveness of training and deliver feedback identifying needs, ideas, and challenges to improve training.
- Train and ensure all employees are aware of and comply with company, government, and customer policies, procedures, and regulations.
- Provide support and mentoring for new employees.
- Maintain a safe and orderly environment.

Qualifications and Requirements

- Previous manufacturing experience; preferably valve industry related manufacturer.
- Experience with oil and gas standard concepts, practices, and procedures.
- Bachelor's degree preferred; 2-4 years of related experience of training; or equivalent combination of education and experience.
- Knowledge of ERP system.
- Willingness to travel.
- Resides in Oklahoma City Area – Not a remote position.

No Supervisory Responsibilities