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# Example of Coordinator, Training Job Description

Our innovative and growing company is looking for a coordinator, training. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, training

* Ensure learning items and curricula are defined, kept up to date and maintained through partnering with learning/development team and compliance
* Support supplemental learning system administration Sharepoint sites, team sites, training and development calendar
* Assist Managers and Supervisors with the identification of training requirements and resources for employee development
* Provides customer service to employees on basic HR-related topics
* Files documents in employee personnel files
* Cover breaks and vacations for administrative assistant
* Handles the record management of training activities (e.g., number of classes, number of employees trained)
* Manage all aspects of the LMS/Cornerstone to include uploading and managing curricula, courses, campaign management, manage training records, updates, course catalogs
* Work with the Program Manager to create and manage a budget for existing and potential programs across various client business units while meeting both strategic and cost objectives
* Track and process all invoices relating to the programs

## Qualifications for coordinator, training

* Communicate effectively with general public
* Experience in training role preferred
* Experience with plasma or whole blood in a medical or cGMP regulated environment preferred
* Exercises appropriate interpersonal skills
* Ability to work effectively in a team environment, in independent situations, and exercise good judgment to reach sound conclusions
* Organizing time and resources (e.g., people, facilities, events, materials)