



Example of Program Training Manager Job Description

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

Responsibilities for program training manager

- Responsible for risk management of existing products and simple development programs
- This role may spend up to 50% of their time working on their own process improvement projects
- Balance program administration requirements, along with small-scope project
- Deliver tool-specific training on various quality tools and processes
- Clearly articulates complex processes into easily understandable components
- Serve as the point of contact on all assigned process improvement issues and process improvement projects
- Documents & maps processes end-to-end
- Track results of projects to determine success, risk reduction, process ownership and cost savings
- Manage all aspects of the project/program by leading and fully engaging with a highly matrixed globally diverse and cross-functional teams, taking into account regional and cultural nuances
- Ensures program administration is coordinated with broader Business Transformation team and initiatives

Qualifications for program training manager

- Able to absorb complex engineering specifications and interact with multiple teams (engineering, testing, service, marketing, legal, compliance) to ensure

- Experience with basic content creation software – Powerpoint, Word, Adobe suite
- Ability to interact and collaborate successfully with healthcare professionals laypersons
- Frequently stand/walk, sit, perform desk-based computer tasks, twist/bend/stoop/squat, lift/carry/push/pull objects that weigh up to 10 pounds
- Occasionally kneel/crawl, use a telephone, writing by hand, sort/file paperwork or parts, reach/work above shoulders, lift/carry/push/pull objects that weigh up to 40 pounds
- Rarely climb (ladders, scaffolds, or other), grasp lightly/fine manipulation, grasp forcefully, lift/carry/push/pull objects that weigh >40 pounds