



POSITION SPECIFICS

DEPARTMENT All

REPORT TO Human Resource Director

DESCRIPTION

Responsible for developing learning and development strategies, including assessing necessary skills, vetting trainers and implementing training strategies.

RESPONSIBILITIES

- + Create training schedules for all departments, track and create reports on outcomes of all training and maintain training records for the company.
- + Train new hires on company policies and procedures and use the best training methods for a specific purpose or audience.
- + Gather and evaluate information from employees and management on previous training to identify weaknesses and areas that need additional training.

QUALIFICATIONS

- + Experience using standard desktop load applications such as Microsoft Office and internet applications.
- + Train on the proper analyzing and interpreting skills for reading data and reports.
- + Ability to learn and excel in a fast-paced environment.

COMPETITIVE WAGES & BENEFITS

Health | Dental | Vision | Life Insurance | Disability | 401k | PTO | Paid holidays | +More

ASHLEY, ND
9589 49TH AVE SE
(701) 288-3471

ELLENDALE, ND
209 11TH ST N
(701) 349-5336

LAMOURE, ND
200 6TH ST SW
(701) 883-5271

MILNOR, ND
520 MAIN ST
(701) 427-5224

NAPOLEON, ND
904 N BROADWAY
(701) 754-2256

BRITTON, SD
42168 SD HWY 10
(605) 448-5918