



JOB DESCRIPTION

POSITION: Training Manager

Located in Lincoln, NE. PCE Inc. is a holding company made up of two distinct groups- Data Center Solutions and Plastics Solutions. PCE's divisions create a wide range of innovative products and services for its customers who are in agriculture, food, pharmaceutical, communications industries and virtually any business with a data center. www.pce.us.com

We are looking for a Training Manager for our Plastics Solutions division who will administer, organize, and implement training programs for the assigned division. Assess and define needed training in order to meet company's objectives.

RESPONSIBILITIES:

- Research, plan, organize, and implement training programs.
- Assist in the development of the material and determining who will deliver training programs utilizing various location's resources.
- Assist in the preparation and administration of various training programs through location resources.
- Prepare and distribute training aids such as instructional material, handouts, evaluation forms, and visual aid.
- Contact attendees and department representatives about training program.
- Assess training needs of individuals through one-on-one assessments.
- Negotiate, organize and manage contracted training.
- Adheres to quality and safety systems or maintenance of quality and safety standards.

REQUIREMENTS:

- Ability to communicate with company employees, professional training group members, and consultants by phone, in person, or through correspondence.
- Ability to perform duties with minimal direction.
- Ability to develop and facilitate training programs.
- Some travel involved of up to 10%.

EDUCATION/EXPERIENCE:

- Bachelor's degree or equivalent experience. Master degree in Adult Education preferred.
- At least 3 years' experience developing and facilitating training.
- 3+ years in corporate training

PCE, Inc recognizes that veterans and an individual with a disability may require an accommodation to enable them to successfully perform a job function. Should you require such an accommodation, please indicate the job function and suggested accommodation. PCE, Inc. will attempt to make reasonable accommodation. PCE is an Equal Opportunity Employer.