



JOB DESCRIPTION

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

PCE, Inc. is looking for a **Training Manager** who administers, organizes, and implements training programs for the Plastics 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.