

# **RED ARROW LOGISTICS, INC.**

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## **Training and Development Coordinator – St. Louis, Missouri**

**JOB ID: 5234174**

### **Description of Duties and Essential Functions:**

- Interpret, develop, revise and implement training programs and corresponding course material to develop front line employees and supervisors.
- Introduce and promote safe work habits that lead to an injury free work environment.
- Introduce and develop work standards to ensure quality service to our customer.
- Develop, generate, maintain, and analyze training reports to assess and adjust deviations from training as required to achieve objectives.
- Introduce and develop efficient work processes to attain productivity standards.
- Monitor employees' technical training certification status and prepare plans to ensure required employees are trained.
- Successfully identify continuing professional development and networking opportunities for existing employees.
- Assist with monitoring training related costs to ensure costs are within budget guidelines.
- Ensure required compliance with all regulatory training requirements.
- Conduct training compliance audits and develop and implement recommendations.
- Advise and consult management regarding employee training and development programs.

### **Qualification Requirements:**

- Bachelor's Degree is required.
- Solid interpersonal, presentation, communication, and analytical skills required.
- Ability to travel within St. Louis region 20% is required.
- Generally prefer 0-1 year of related experience.
- Proficiency in Microsoft Office – specifically, PowerPoint and Excel.
- Experience in effectively managing multiple tasks and creative problem solving.

Equal Opportunity Employer