

## **Job Description: Training Coordinator**

### **Overview:**

Duties include marketing, scheduling content creation. Project a professional company image through in-person and phone interactions.

### **Terms:**

Pay rate: \$15/Hr

Full Time to 20 Hrs per week

Monday-Friday: 8:30-5:30

### **Responsibilities include:**

- Maintain professional manner with clients and employees
- Know all the Apple Training Courses & offerings.
- Follow up phone calls regarding training
- Maintain the Training website. This includes maintenance of the following:
  - All course description materials
  - Training schedule
  - Trainer Descriptions
- Maintain a calendar of available dates & times for Certification Exams.
- Proctoring Exams (in house, and we can offer them on-site)
- Prepare, type, and distribute correspondence, reports pertaining to the Training Center.
  - Creation of [subscribermail] lists, where we can store all training contacts.
- Market the training center
  - Marketing Strategy to be provided

### **Qualifications:**

- Excellent word processing and technical skills using Microsoft Word, Excel, Access, and PowerPoint.
  - Ability to design spreadsheets and manipulate charts and graphics between software programs.
- General knowledge of importing/exporting data, and Mac OS X.
- Knowledge
- Proficient in spelling, grammar, and composition.
- Experienced in handling multiple tasks and the ability to prioritize responsibilities to suit

overall department objectives.

- Strong interpersonal skills, able to maintain confidentiality.
- Extreme eye for detail and follow through.
- Able to work independently in a fast-paced changing environment, exercises good judgment, demonstrates strong work-ethic, and takes pride in their work.

Every employee is expected to deal courteously, responsibly and competently with company contacts including: staff, clients, company managers and vendors. All Administrative Support employees are expected to demonstrate behavior consistent with Mac Consulting Groups commitment to high quality service. The quality of an employees' service is an important consideration in assessing overall job performance.

I understand and agree to the responsibilities outlined in the attached job description dated XX/XX/XX

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Employee Signature

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Date

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Supervisor Signature

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Date