



Vacancy Announcement

DATE: November 23, 2016
TO: All Qualified Applicants
FROM: Human Resources
RE: Training Specialist
CLOSING DATE: Open Until Filled

This is a recruitment for a Training Specialist. This position will be located in Anchorage, Alaska. This is a full time, benefit eligible position. This position will report to the Corporate Training Manager.

Position Description: The Training Specialist is responsible for assisting with the development, implementation, coordination and monitoring of designated training programs within the organization.

Job Responsibilities:

- 1. Coordinate, schedule, monitor and assure that all required orientation and training for designated employee groups is timely conducted and appropriately documented.**
- 2. Maintain training records for a large employee group compliant with all regulatory standards.**
- 3. Keep required records to reflect the current state of training and qualification for each employee as required.**
- 4. Assign, monitor and document all initial and recurrent training.**
- 5. Conduct live classroom training as required.**
- 6. Assist in development of online training courses using PowerPoint and computer based training software.**
- 7. Endeavor to develop improvements in training content and methods.**
- 8. Assist in the maintenance of the Training Manual as directed.**
- 9. Ensure sufficient training is done to meet expected demands as indicated by needs of the business.**
- 10. Periodically evaluate ongoing programs to ensure compliance.**
- 11. Maintain updated curriculum database.**
- 12. Complete other tasks as appropriate within the scope of this role.**

Minimum Qualifications: Successful candidate will show a demonstrated professional background encompassing duties and responsibilities similar to those stated above. Proficient to Intermediate knowledge of Microsoft Office products and database software. Previous experience with a learning management system preferred. Relevant four year degree preferred. Minimum three years experience in a training environment preferred.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION, CURRENT RESUME AND THREE PROFESSIONAL REFERENCES TO: Ravn Alaska, Human Resources, 4700 Old International Airport Road, Anchorage, AK Fax 266-8401.

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