***The Role:  Training Manager***

***Location:  Tri-State Area (Virtual Office)***

**The Company**

Our client is the leading provider of integrated facility services for pharmaceutical, bio-tech, medical device, life sciences, high tech, IT, electronic, semiconductor, aerospace and defense industries. Our client’s comprehensive capabilities include janitorial, GMP cleaning, hydrogen peroxide fogging, VHP, environmental monitoring, training and GMP consulting services, provided through stand-alone or integrated solutions.  Our client is one of the rare few that is an ISO 9001:2008 registered company that adheres to strict regulations to support its clients and provide the highest quality services.

**The Role**

The Training Manager will be instrumental in the development of all training programs throughout our client’s east coast operations and assist with the company’s quality assurance systems. He or she will assist in the compliance with ISO 9001 and ensure its certificate is maintained. He or she will promote recognition of company quality programs among customers and staff and implement employee communication and training programs in connection with the company’s quality objectives, strategies and processes. The position will require heavy regional travel.

**Responsibilities**

         Lead facilitation and monitoring of evaluation of business effectiveness training for internal talent

         Identify and assess organizational issues and training or development needs in collaboration with management

         Launch and deploy leadership development programs, tools and processes

         Deliver supervisory skills content training

         Serve as education liaison to internal and external customers

         Assess effectiveness of training in terms of employee accomplishments and performance

         Consult with management on performance, organizational and leadership matters

         Ensure compliance of all staff members with required trainings and re-trainings

         Implement training on the following topics: Respiratory Protection Program, Biological Safety Training (Bloodborne Pathogen Training), Fall Protection, AWP (Aerial Work Platform), Data-Center, Janitorial Basics, Cleanroom & GMP

         Oversee and address service quality issues, improve efficiency of quality-related processes and collaborate with operators in the field

         Manage document control processes, conducting internal/external audits and coordinating interdepartmental activities

         Assist with development of project cleaning checklist

         Attend business reviews or meetings with current accounts

         Maintain the Environment, Health and Safety Manual

         Oversee JSAs & JHAs

         Participate in internal QA Committee Meetings

         Support and train new employees including managers and field supervisors

         Accompany business development managers on sales calls as needed

**Qualifications**

         5+ years of experience conducting corporate training services

         Undergraduate degree is desirable

         Preferred experience with quality assurance

         Working/training in controlled environments

         Understanding of GMP environments and ability to train effectively

         Life sciences industry expertise

         Strong verbal and written communication skills

         Excellent presentation and public speaking skills

         Ability to multi-task

         Strong critical thinking skills

         Ability to effectively coach, develop and lead others

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