

Corporate Trainer / Development Educator – Akron, Ohio

Welty Building Company is seeking to fill key internal positions in our Akron, Ohio office. Welty Building Company provides professional construction management services, specializing in Lean Construction, for clients in a variety of healthcare, commercial, education, energy and hospitality markets nationwide. With offices in Akron and Cleveland, Ohio, Welty has been Enriching Lives through Great Buildings since 1945. Welty has had the distinction of creating some of the most prestigious community assets, including the world-renowned Goodyear® Tire & Rubber Company's new Global Headquarters, major renovations to the Pro Football Hall of Fame, Kay Jewelers Pavilion at Akron Children's Hospital, the FirstEnergy Transmission Control Center, Scioto Downs and many others. Learn more at: www.thinkwelty.com.

At Welty Building Company, we live our terminal values of **Openness, Passion, Teamwork, Integrity, and Customer Centricity**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

The Corporate Trainer/Development Educator, is responsible for assisting in the maintenance of the standards of Welty's talent, by assisting in the creation, development, process and implementation of comprehensive training programs at Welty Building Company. These training programs/processes begin at the start of employment at Welty and as needed throughout employment. Their duties include working closely with the Director of HR and the company executives and department heads to determine areas for employee improvement, developing training courses for new and existing employees and establishing methods to track employee performance after the completion of training.

KEY ROLE RESPONSIBILITIES

- Develop programs and curriculum both written and digital for the employees at all levels of the organization from orientation through in-job training
- Assist in the development and implementation of Leadership/Management training programs

- Analyze the effectiveness of training and workshops to the employees and develop appropriate modification to training programs as needed
- Collaborate with Welty's management under the direction of the HR manager to identify training needs and schedule appropriate training sessions with employees
- Assist in the continuing development of systems to monitor and ensure employees are performing their responsibilities according to the training programs
- Ensure the compliance of the company's employees to cooperate with standards and procedures during training sessions

OTHER ROLE RESPONSIBILITIES

- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITY

- Develop and cultivate a never-ending appetite for learning to broaden your knowledge
- Strong organization and time-management skills to prioritize, perform and delegate tasks and set goals for productivity
- Creative problem solving skills to invent new ways to accommodate the learning needs of contemporary learners
- Effective communication (verbal and written) and interpersonal skills to inspire and engage learners
- Good research skills to perform develop all levels of training/skill based trainings and provide reliable and relevant content for the learner
- Excellent computer skills, High competency utilizing Micro Soft Suite
- Background in IT and the use of modern technology to develop training modules needed in online platforms
- High empathy skills and understanding of effective teaching methodologies and the willingness to keep abreast of new techniques in teaching

EDUCATION

- Degree in education, business, Human Resources or related field preferred

- In lieu of the above requirements, 5 to 7 years of equivalent relevant experience will be considered.

WORK ENVIRONMENT

- Normal office environment.
- Frequent activity: Sitting, Viewing Computer Screen.
- Occasional activity: Standing, Walking, Bending, Reaching above Shoulder, Pushing, Pulling.

Welty offers competitive compensation and benefits package.

Interested candidates can send their resumes in confidence along with contact information.

Welty Building Company Ltd. is an equal opportunity employer.

DISCLAIMERS

This role description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent.

All activities will be performed in support of the strategy, vision and values of Welty. Nothing in this role description restricts management's right to assign or reassign duties and responsibilities to this role at any time. All activities must be in compliance with Equal Employment Opportunity laws, and other laws and regulations, as appropriate.