

Job Title:	Product Trainer
Reports To:	Product Training Manager
FLSA Status:	Exempt
Department:	Product Management and Marketing

Summary:

The successful candidate will be responsible for administrating training programs for REcolorado's customers; leading instructor-led classroom courses, opportunity to create e-learning content, and writing technical documentation.

The Product Trainer will work in a fast paced, highly flexible team and client environment. Candidates must have proven training skills working with technical applications in a rapidly changing environment and the ability to interact with clients and internal staff members.

Essential Duties and Responsibilities include the following:

- Deliver in-person classroom training on REcolorado products
- Track and report training statistics on a monthly basis
- Communicate upwards to management on a regular basis
- Active participation and collaboration in team and internal meetings
- Build and maintain effective working relationships with project stakeholders on an ongoing basis
- Maintain positive and professional attitude
- Other duties may be assigned

Requirements include:

- Bachelor's degree is required.
- Minimum of 2 years of experience in classroom technical training and adult learning techniques
- Excellent presentation skills
- Strong communication, organization and interpersonal skills
- Proficient in Microsoft Office Suite, webinar software and tools, eLearning software, learning management systems and contact management systems
- Ability to adapt to changing priorities and manage multiple tasks
- Ability to work both independently and in a team environment

- Infinite patience and a good sense of humor
- Strong commitment to providing exceptional service
- Some travel within Colorado required
- Able to stand for hours at a time to conduct training sessions

To apply send cover letter and resume to: sandersonoakes@recolorado.com