

TRAINING SPECIALIST I

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

Conducts research necessary to develop and revise training courses and prepares appropriate training materials. Leads or manages the development of all instructor materials that may include course outline, background material, and training aids. Develops all student materials that may include course workbooks, manuals, completion certificates, and course critique forms. Acts in a senior capacity for classroom instruction.

1. Maintain program data and tools to train staff and others.
2. Liaise with departments to manage and assign training programs.
3. Plan and coordinate proper venues, timing, and modality.
4. Make recommendations to training agenda or curriculum, as necessary.
5. Oversee and participate in the development of training materials,
6. Maintain attendance logs, incident reports, and other necessary records.
7. Lead, mentor, counsel and manage performance of project staff (depending upon project structure).
8. Serve as a thought leader, mentor and coach on continuous improvement tools.
9. Provide input on safety, quality, or efficiency risks to the manufacturing process.
10. Support other teams with projects as directed.
11. Ensure training and other projects comply with applicable regulations and Health and Human Services Commission (HHSC) standards.
12. Manage staffing needs and ensure ratios are maintained to provide effective operational performance.
13. Act as a change agent to drive continuous improvement throughout.
14. Manage the setup and start-up training operations on new ship builds.
15. Compile and analyze data to help with budget preparation and training priorities.
16. Be responsible for a values-based approach to leadership education and development within the company.
17. Track metrics daily to ensure that all departments are running effectively.

Required Qualifications:

- Minimum Bachelor's degree. Bachelor's or Graduate's Degree in business, business administration, computer science or engineering, or equivalent experience.

- Experience with LMS, PeopleSoft HCM, and Adobe Creative Suite software and systems.
- Demonstrated leadership skills and attention to detail.
- A problem solver and critical thinker dedicated to continuous improvement.
- Prior experience in a consulting position.
- Able to collaborate and also lead with decision making.
- Sound time management skills.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays