



Job Description

Job Title:	Training Assistant	Location:	Cincinnati
Reports To:	Training Coordinator	Supervises:	None
Position Status:	Full-Time, Non-Exempt	Travel Required:	<u>1 - 2</u> % Local
Schedule:	Monday & Friday, 8AM – 5PM, Tuesday, Wednesday, Thursday 7:30AM - 4:30PM		

Job Summary

Support the training services of the Educational Services Department by timely and professional preparation of materials and physical arrangements, computer and manual records maintenance, supply inventory and orderly arrangement of files and marketing materials.

Duties And Responsibilities

1. Set-up and breakdown training rooms, including physical arrangements, materials, signage, lunches and refreshments, etc. Monitor training rooms at breaks and assure replenishment of refreshments and snacks. After conclusion of program, straighten rooms, remove trash, put leftovers in refrigerator, etc. as needed. Clean popcorn machine and coffee pots daily.
2. Assist Training Coordinator in greeting of program participants and speakers, being available to assist members while in our facility and timely response to member calls.
3. Record registrations for public programs, briefings and other special events. Document member contacts and activities properly and timely to ensure completeness of database. Prepare reminders and make-up activity to participants.
4. Prepare program materials, copy, bind, pack and otherwise set out materials for both public and in-house training programs. Create files and maintain filing the training department.
5. Assist with the creation of the training catalog, flyers and confirmations.
6. Assist with proofreading of texts and marketing materials. Assure marketing materials are in ready supply and displayed in facility.
7. Maintain inventory of all training supplies, coffee supplies, snacks/refreshments. Maintain inventory of all janitorial supplies. Make supply runs to Sam's Club/Krogers as needed.
8. Serve as back-up front desk administrative assistant and other administrative supports and special events as needed.
9. Assist President and VP, Educational Services as needed.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- **Required Experience and Education:** High School diploma or equivalent, current drivers license, 1-2 years relevant office experience
- **Work Skills:** Basic Office Suite skills, ability to use various office equipment, proofreading, professional verbal expression etiquette, planning inventory, time management
- **Critical Behavioral Traits:** Attention to detail, customer service skills, self-directed, ability to learn new skills, motivated, displays initiative, teamwork, problem solver



Job Description

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Physical Demands:** Position requires sitting up to four hours a day, standing/walking up to three hours a day, lifting/pushing/pulling up to one hour a day up to 11-20 lbs. and at times may require heavy lifting of no more than 50 lbs. Lifting may include bending and twisting. Body movement primarily in hand and arm functions associated with normal office activities. Hand and eye coordination, and hand dexterity is required for handwriting and keyboarding. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** The noise level in the work environment is usually minimal. Given that the position travels throughout the community, subjected to outside environmental conditions.