Staff Development Coordinator – Job Description Summary

The primary function of the position is the design, development and presentation of employee and supervisory training programs to ensure compliance, product knowledge, sales and service skills that are critical to the success of the organization. Conducts training needs analysis and creates annual training plan focusing on goals, relevant subject matters and return on investment. Promotes and participates in a sales and service culture.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment