



## Job Specification

**Role: National Training Manager**

**Reporting To: Technical Director**

### Job Brief:

We are looking for an enthusiastic Technical Trainer to educate people in fabrication/installation of **TPG** products. You will develop technical training programs and help others develop skills that will make them better professionals.

Technical trainers must be extremely knowledgeable in their field of expertise and possess solid technical aptitude. Additionally, we expect you to be an excellent communicator, able to explain complex subjects in a clear and interesting way.

The goal is to contribute to the development of people's technical skills to improve the level of expertise both in fabrication and installation of facades and associated products.

### Responsibilities Include:

- Devise technical training programs according to organisational and customer requirements
- Produce training schedules and classroom agenda
- Determine course content according to objectives
- Prepare yourself with training material (presentations, samples etc.)
- Execute training sessions, workshops etc, in groups or individually
- Arrange for and conduct on-site training and concise reporting when needed
- Keep and report data on completed courses, absences, issues etc.
- Observe and evaluate results of training programs and send feedback to Technical Director
- Determine overall effectiveness of programs and suggest improvements if deemed necessary

## Requirements:

- Knowledge of modern training techniques and tools in technical subjects
- Ability to address training needs with complete courses
- Working knowledge in MS Office (especially PowerPoint)
- Outstanding communication skills and comfortable speaking to groups
- Excellent organisational and time management abilities
- Knowledge of Comar Architectural Aluminium systems and Axim Architectural Hardware
- Understanding of modern fabrication techniques
- Full understanding of installation methods, in particular Comar curtain walling systems.

Knowledge of architectural aluminium systems including Comar is mandatory, however training will be given, where necessary, to ensure the trainer has sufficient knowledge to meet the requirements of the role.

