



Job Specification

Job Title: Technical Training Officer

Reporting to: Technical Director

Responsibilities include:

- Devising technical training programs according to customer requirements
- Produce training schedules and classroom agenda's
- Determine course content according to objectives

Job brief

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

Technical trainer must be extremely knowledgeable in their field of expertise and possess solid technical aptitude. Additionally, you will be an excellent communicator, have the ability to explain and deliver complex subjects in a clear, concise and engaging manner.

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

Responsibilities

- Devise technical training programs according to organisational requirements
- Produce training schedules and classroom agenda's
- Determine course content according to objectives
- Preparation of all training materials (presentations, samples etc.)
- Execute training sessions and workshops for both groups and/or individuals
- Arrange and conduct on-site training and concise reporting when required

- Organise and retain 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 where 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 skills
- Knowledge of Comar Architectural Aluminium Systems and Axim Architectural Hardware
- Understanding and knowledge of modern fabrication techniques
- Full understanding of installation methods and in particular Comar Curtain Wall 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.

