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| Job Title: | Steel Warehouse, LLC | Job Category: | |
| Department/Group: | Training Department | Job Code/ Req#: | |
| Location: | South Bend, Indiana | Travel Required: | 0-10% |
| Level/Salary Range: | Negotiable | Position Type: | Full Time, Non-Exempt |
| HR Contact: | Racquel Harris | Date posted: | 01/25/12 |
| Will Train Applicant(s): | | Posting Expires: | |
| External posting URL: | | | |
| Internal posting URL: | | | |
| Applications Accepted By: | | | |
| <p align="center">Applicants can apply online at: www.steelwarehouse.com Job: Business Systems Training Specialist Attention: Human Resources Department</p> | | <p align="center">Steel Warehouse, LLC The Office of Human Resources 2722 Tucker Dr. South Bend, IN 46624</p> | |
| Job Description | | | |
| <p><u>Essential Job Duties:</u> The Business Systems Training Specialist, Asia will work out of Steel Warehouse’s Global Headquarters in South Bend, Indiana. This position will be responsible for employee education and the implementation of Steel Warehouse Company’s operating procedures, policies, and business culture. This employee designs employee orientation and training materials and curriculum for existing and new employees of Steel Warehouse and is responsible for designing, developing, implementing, and delivering technical training programs, as well as revising, coordinating, and conducting existing programs. The Business Systems Training Specialist, Asia must be fluent in Mandarin and English.</p> | | | |
| <p><u>Qualifications and Education Requirements</u> Ideal candidate will have a Master’s degree in Business or Education. Must be fluent in English and Mandarin.</p> | | | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Racquel Harris | Date/Time: | 01/25/12 |