

Training Specialist

Northern Natural Gas Company

Apply online at: www.northernnaturalgas.com

Date Posted: 2011-12-12

Requisition: 1100824

Located In: Omaha, NE

Department: Human Resources

Job Type: Full-time Employee

Salary: Between \$36,700.00 and \$46,500.00

Shift: Daytime

Positions Available: 1

Purpose of Position

Provides support and management of training items in MidAmerican Learning Systems for Northern Natural Gas Company. Serves as the primary contact for human resources and training content owners. Provides administrative support for human resources.

Primary Job Duties and Responsibilities

- Work with training content owners to identify required training, audiences, method of delivery and tracking within MLS. Complete training updates and establish and maintain ongoing training calendar. Create project plans and interact with various Northern Natural Gas departments to ensure successful implementation and ongoing operation. Draft and send training related communication.
- Serve as liaison with MidAmerican Learning to resolve system problems and complete training related projects. Create and analyze reports on a scheduled basis and as requested.
- Develop and updates e-learning course content and online materials using applicable systems.
- Provides support for operator qualification and skill-based pay programs.
- Prepare and distribute documents, maintain files, distribute mail, operate office equipment and maintain inventory of office supplies.
- Perform additional responsibilities as requested or assigned.

Position Requirements

- Bachelor's degree in human resource management, business administration or related field; or equivalent work experience. (Typically three years of related, progressive work experience would be needed for candidates applying for this position who do not possess a bachelor's degree.)
- Two years of related experience.
- Excellent computer skills and aptitude necessary to operate software related to work requirements including Microsoft Excel, Word, PowerPoint, Outlook and Access.
- Able to work in a fast-paced environment, handle multiple projects and meet tight deadlines.
- Effective oral and written communication skills.
- Strong interpersonal skills and leadership abilities.
- Effective analytical and problem-solving skills.
- Position requires accuracy, attention to detail and be able to prioritize and handle multiple tasks and projects concurrently.