



Position: **TRAINER (Supervisory level)**

Service Group: **COVENANT ACADEMY**

Immediate Superior: **Assistant Vice President for Covenant Academy**

**Qualifications:**

- Candidate must possess at least Bachelor's/College Degree in any field.
- Required Skill(s):
  - Administrative skills
  - Proficient in Microsoft Excel, Microsoft Powerpoint and Basic Computer Skills
  - Driving skills is a must
- Other requirements:
  - Willing to travel locally
- Required language(s): English, Tagalog
- Must have a training background preferably in the Automotive Industry.

**Job Description:**

- Conduct "Training Needs Analysis" of the dealerships assigned and prepare a training plan for them.
- Planning and detailing training strategy, objectives and timeline in order to create a developed curriculum design.
- Research on the current trends in sales and training and recommend ways on improving sales modules.
- Keeps up with and applies the latest teaching methodologies during training.
- Make a training plan or course syllabus of the modules.
- Prepare all the materials that will be used during the training (presentation material, instructor guide, participant hand-outs)
- Deliver training programs in an engaging manner for the sales force and front liners of dealerships.
- Prepare tests to be taken by the sales force to evaluate their learning.
- Conduct dealership exam for the SCs to ensure that they know the different products and promotions offered.
- Enroll new SCs in the Learning Management System and ensures that the stewards under the dealerships assigned to them completes all WBT courses within the specific time frame given.
- Initiate and recommend strategies that are targeted for the sales force with the goal of increasing efficiency and effectiveness.
- Create monitoring strategies to ensure that the sales force is performing their job duties according to training.
- Maintain a class record of all the dealerships under him/her.

- Conduct certification exams for all SCs.
- Prepare and analyze monthly contact reports that document job performance of all trainees.
- Coordinate with the Field Sales Managers to ensure that the SCs are well equipped and can reach their monthly targets.
- Other tasks that may be assigned as needed.

