

Job Title: Training Coordinator

Location: Corpus Christi

Status: Full time

Description: The Training Coordinator is responsible for the administration and direction of the Bank's Training Program by providing creative and effective classroom instruction to its personnel on a diverse range of subject matter. Performs duties as a liaison between the Human Resources Department and various business units, departments and branches to ensure quality training programs are developed, customized, approved, maintained, revised and properly documented as required. Schedules, conducts and facilitates blended learning programs, classes, seminars, sessions and workshops. Develops, customizes and maintains related training support materials. Performs a variety of routine daily tasks; reviews reports, prepares correspondence; participates in special department projects

Skills/knowledge/Education/work experience/licenses: Bachelor's degree from a college or university; or Five (5) years of related experience and/or training; of the equivalent combination of education and experience. Work relates experience must consist of training and facilitation in a financial institution or corporate environment with a supervisory background. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, is required to be applicable to the financial industry. Certified Training Professional (CTP) Certification from the Association for Financial Professionals is preferred.

Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

Application information

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be sent to:

Fax 361-888-3796 or email jharris@fcbot.com

Subject: training coordinator

Equal Opportunity Employer