



PROGRAM/TRAINING COORDINATOR

JOB TYPE	Individual contributor, entry-level
CLIENT	A large pharmaceutical company
LOCATION	Onsite at client's Wilmington, DE location
APPLY TO	https://performdev.secure.force.com/careers

Position Summary

The Program Coordinator provides training coordination, administrative, and logistical support for classroom and virtual training events. The Program Coordinator will work onsite at the client's Wilmington, DE offices.

Responsibilities

As the need for a training event arises, the Program Coordinator will:

1. Partner with training managers in developing and maintaining the training calendar
2. Communicate with various audiences regarding the learning event details, pre-work assignments, schedule and/or course changes, reminders about upcoming sessions, and monitor group mailbox
3. Manage courses and learners in Learning Management System (LMS), including registrations, generating course rosters, managing withdrawals and waitlists, and creating reports
4. Order/Prepare printed materials specific to each training session; ensure all participants have requisite materials prior to event
5. Coordinate program execution and logistics with internal groups and external facilitators, subject matter experts, and vendors; including the scheduling of rooms, lunches, badges, ground transportation, etc., as needed
6. Administer surveys, generate reports, and distribute appropriately
7. Provide ad hoc services as needed

Requirements

Education & Experience

- Bachelor's degree strongly preferred
- 1 to 3 years of work experience; corporate experience in a mid to large sized company strongly preferred
- Min 1 year experience as a training coordinator/event manager required, preferably large scale initiatives
- Knowledge of Learning Management System (LMS) (Saba, a strong plus)

General Knowledge and Skills

- Ability to work and thrive in a fast-paced environment
- Detail-oriented with superb organizational skills
- Strong written and verbal communication skills
- Ability to manage multiple clients and responsibilities with tight deadlines
- Positive, 'service oriented' attitude; always willing to learn



- Good analytical/technical skills
- Comfortable with data management/data manipulation
- Proficient in MS Office (Excel and Word)
- Working knowledge of LMS
- Ability to be proactive with internal clients
- Comfortable working in a team environment