



## Training Coordinator

Eastern Industrial Supplies of Greenville, SC is looking to hire a **full-time Training Coordinator**. Are you looking for an opportunity to **advance your career** in learning and development? Would you like to look for a **family-owned company that specializes in the wholesale distribution of pipe, valves, and fittings (PVF)**? If so, please read on!

This training development position earns a **competitive salary**, depending on experience. We also offer **great benefits**, including **medical, dental, disability, a 401(k) plan with employer match, paid holidays, paid vacation, sick time, and paid "Eastern Cares" days**. If this sounds like the right training coordination opportunity in wholesale distribution for you, apply today!

## ABOUT EASTERN INDUSTRIAL SUPPLIES

Eastern Industrial Supplies specializes in the quality distribution of pipe, valves, and fittings (PVF), as well as commercial plumbing products. We opened our doors in 1980 in Greenville, SC and our growth has led the company into markets including NC, SC, FL, GA, TN, and AL. We focus on exceeding customer expectations through God-honoring values of honesty, integrity, caring, self-responsibility, and being positive.

We have built a **culture of caring** in which people are always more important than profits. **Each member of our team is truly valued**. We are a family-owned and operated company, and the **culture of being a family** also resonates through all associates - just ask them!

## A DAY IN THE LIFE OF A TRAINING COORDINATOR

As a professional in training development, you play a critical role in coordinating and directing the efforts of our corporate-wide training program. You plan, create, and implement training courses and materials for each department while actively seeking out the best practices to use company-wide. Through collaboration with subject-matter experts across the organization, you ensure our training remains current and accurate. You stay up to date by researching and developing new training methods, including our learning management systems (LMS) curriculum database.

By maintaining our company's master training schedule, you ensure it always accurately reflects all upcoming training opportunities. You coordinate a variety of learning and development program activities by maintaining technical expertise and knowledge about best practices in online educational trends, changes and developments, and service strategies. You share your findings with other internal trainers to provide recommendations and monitor the effectiveness of programs to

make adjustments as needed. Directly contributing to the success of our wholesale distribution company that specializes in PVF brings you great satisfaction, and this is why you love your job in training coordination!

#### **QUALIFICATIONS FOR A TRAINING COORDINATOR**

- Bachelor's degree
- 3+ years of experience in training coordination
- Experience in training with a multi-location business
- Ability to establish training priorities that the whole organization agrees with
- Familiarity using learning management systems (LMS) and related training and education technologies
- Strong leadership skills

Do you have excellent verbal and written communication skills? Can you balance multiple tasks at once while demonstrating good time management? Are you a team player? Do you have strong critical thinking and problem-solving abilities? If so, you might just be perfect for this training development position in wholesale distribution that specializes in PVF!

#### **READY TO JOIN OUR TRAINING DEVELOPMENT TEAM?**

We understand your time is valuable, so we have a very quick and easy application process. If you feel that you would be right for this Training Coordinator job, please apply [here](#) by filling out our initial [3-minute, mobile-friendly application](#). We look forward to meeting you!

[www.easternfirst.com](http://www.easternfirst.com)

