



## Job Description Human Resource Department

<b>POSITION TITLE:</b> Training Coordinator		
<b>NAME OF INCUMBENT:</b>		
<b>DEPARTMENT / SECTION:</b> HR – Training Section		
<b>REPORTS TO (Title of Immediate Supervisor):</b> HR Manager		
<b>CLASSIFICATION:</b> Entry Level I-E		
<b>JOB CATEGORY:</b> <i>Please check box</i>	<input checked="" type="checkbox"/> Clerical / Administrative <input type="checkbox"/> Supervisory	<input type="checkbox"/> Technical / Individual Contributor <input type="checkbox"/> Managerial / Director
<b>WORK SCHEDULE:</b> <i>Please check box</i>	<input type="checkbox"/> Morning <input type="checkbox"/> Mid Shift	<input checked="" type="checkbox"/> Night Shift <input type="checkbox"/> Others
<b>SITE ASSIGNMENT:</b> <i>Please check box</i>	<input checked="" type="checkbox"/> One Montage <input type="checkbox"/> ACCT	<input type="checkbox"/> MSY <input type="checkbox"/> Others, please specify
<b>JOB PURPOSE / KEY ROLE:</b> <i>(Reason for position's existence; a summary of your functions, no more than 3 sentences.)</i> The Training Coordinator is responsible for conducting New Hires Orientation in collaboration with the Onboarding Specialist and Training Specialist. His/her job description entails ensuring that employees possess the necessary skills and knowledge to compete efficiently and effectively, and also meet the organization's business goals and objectives.  The Training Coordinator assist the HR Manager in overseeing the management of training programs to ensure that they deliver effective results by preparing schedules, allocating instructors to various courses, and monitoring the required costs to keep programs within budget.		
<b>TYPE OF SUBORDINATES SUPERVISED:</b> <i>Please mark box</i>		
<input type="checkbox"/> VP / GM <input type="checkbox"/> Directors / Senior Managers <input type="checkbox"/> Managers <input type="checkbox"/> Supervisors <input type="checkbox"/> Other Exempts <input checked="" type="checkbox"/> N/A		
<b># OF DIRECT REPORTS and STAFF (Write N/A if not applicable):</b> NONE		
<b>NATURE OF INTERACTION:</b> <i>Check the levels of interaction required for the position inside and outside the department. Check all that apply.</i>		
<b>Mark Box</b>	<b>Interaction</b>	
<input checked="" type="checkbox"/>	Inform/Contact/Transmit ----- <i>the most basic level of communication skill needed</i>	
<input checked="" type="checkbox"/>	Affect/Coordinate/Compromise - <i>where cooperation is required</i>	
<input checked="" type="checkbox"/>	Convince/Follow up/Sell ----- <i>where influence is necessary</i>	
<input checked="" type="checkbox"/>	Conciliate/Negotiate/Overcome – <i>where diverse groups are involved</i>	
<input type="checkbox"/>	Craft strategic alliances ----- <i>where strategic deals need to be cut / forged</i>	
<b>MINIMUM REQUIREMENTS for the POSITION:</b>		
<b>Education</b> (Preferred education level)	<b>Certification/ Other Skills Required</b>	<b>Experience</b> (Equivalent job experience substituted for degree)
<ul style="list-style-type: none"> <li>Any four (4) year course</li> </ul>	<ul style="list-style-type: none"> <li>Proficient in utilizing Microsoft Office programs (Outlook, Power Presentation, Excel, and Word).</li> <li>Excellent organizational skills including ability to prioritize and coordinate multiple tasks.</li> <li>Excellent written and verbal communication skills including professional phone etiquette.</li> <li>Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels.</li> <li>Able to coordinate assigned projects to a successful completion with little or no supervision.</li> <li>Responds promptly to shifts in direction, priorities, and schedules.</li> <li>Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence.</li> <li>Proficiency in documenting processes and keeping up industry trends</li> </ul>	<ul style="list-style-type: none"> <li>At least 6mons-1yr experience in admin job</li> </ul>



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- High-energy driven, articulate and friendly personality with a customer service mindset.

### Duties and Responsibilities

#### Specific Tasks:

1. Conduct New Hire Orientation to new employees including welcoming them on their first day and providing an office tour as scheduled. Discussion includes the following topics, but not limited to:
  - Overview of the company
  - Organizational structure
  - Introduction to HRweb function
  - Explanation of memos and policies
2. Provides product training to new hires whenever necessary, including, but not limited to:
  - DME Research Activity
  - DME Training with introduction to the account Adapthealth
  - Overview of different departments
  - HIPAA and HITECH Compliance training
3. Conducts Quality Management System orientation to new hires and administers examinations.
4. Supports HR Manager in creating and executing training needs analysis, training programs, conducting orientation sessions, and evaluating the effectiveness of training programs to ensure that new employees are successfully integrated into the organization in reference to ISO requirements.
5. Drafts personnel announcements for newly hired employees in support roles (HR, Accounting, and IT).
6. Requests credentials (Slack and email) for newly hired employees in support roles from IT Manager.
7. Contacts and provides updates on newly hired employees who have not yet arrived in the office.
8. Assists new hires in completing training and NHO surveys.
9. Facilitates ID picture taking for new hires and endorses the pictures and ID application form to IT.
10. Requests and reprograms Montage Keycard for new hires as needed.
11. Assists new hires in completing BDO forms.
12. Handles APE results and submits reports on the results.
13. Prepares certificates and sends email notifications to employees who celebrate their anniversary in iPloy.
14. In the absence of the Training Specialist or Onboarding Specialist, the Training Coordinator will assume responsibility for leading the discussions and completing the tasks required that day.

#### Shared Tasks:

1. 201 filing for training documents only.
2. Prepare the Friday food list and assist in distribution.
3. Scan and upload the 201 files in HRweb and update the onboarding tracker once done.
4. Assist in Engagement activities and preparation, including but not limited to:
  - Monthly activities



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- Anniversary Party
  - Sportsfest
  - Year-End Party
5. Assist in pulling out 201 Folder of Inactive Employees based on the request of ER Section and update the onboarding tracker once done.
  6. Performs other related duties that may be assigned by immediate head from time to time.

Certification of Agreement

This is to certify that I entirely agree and accept the content of this Job Description. I further certify that the contents were fully discussed and explained to me by my immediate supervisor/manager. Finally, I certify that I allow the company to use this Job Description in the evaluation of my performance in the company.

Printed Name and Signature of Employee/ Date:

*JESSA MARIE CANTILA* / 07-28-23

Printed Name and Signature of Supervisor/Manager/ Date:

*MARISHKA IRIS ARCILLA* / 07-28-23

Prepared by:	Noted by:	Recommending Approval	Approved by:
Ramelyn Castanares	Marishka Iris Arcilla	Alfredo Camarilla, Jr.	Jay Gissingner