

Professional Trainer/Facilitator

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Jul 17, 2026

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Summary

A Professional Trainer's job is to develop and deliver training programs that enhance employee skills, knowledge, and overall performance. They assess training needs, design and deliver training materials, and evaluate the effectiveness of training initiatives.

Job Description

Responsibilities:

Training:

- Delivers and facilitates training on the following categories of courses, as will be assigned (indoor and outdoor): Category 1: Quality Health Safety & Environment (QHSE) courses, Category 2: Oil & Gas courses, Category 3: Human Resource, Leadership, Management & Administrative courses, Category 4: ISO Internal & Lead Auditors courses.
- Delivers and facilitates training and any other courses that management assigns to you (indoor and outdoor)
- Set exam questions and submit to the training coordinator for approval, give students the exam and supervise them, and mark their exam scripts.
- Research to prepare yourself for quality training delivery, and also always make yourself available for train-the-trainer courses

Developing Course Materials:

- Develop new course materials (manuals and PPT Slides)
- Customize courses to meet corporate clients' needs
- Review, edit, and update existing course material (manuals and PPT Slides).
- Source for relevant training images, videos, and simulators
- Updates materials as dictated by changes in regulations and/or programs. Incorporates measurement and assessment tools to support all training.

Sales Representative:

- Generate leads and drive sales using digital marketing, social media marketing, and offline marketing methods.
- Sorts for clients both individuals and corporate organizations
- Ensure we meet the company a monthly and yearly financial set target for Port Harcourt branch
- Write sellable proposals and submit them to our corporate organizations and follow up till they close out
- Carry out a regular follow-up on prospective clients
- Finding and following new sales leads

Reporting:

- Performs administrative duties to track completion of training, scheduling of classes and resources, compile and prepare statistical information on training program status.
- Write daily, weekly, and monthly reports and provide feedback to upper management about what is working and what is not working and advise management on the way forward.

Others:

- To undertake other duties as may be reasonably assigned to you from time to time by the management
- Perform any other task that may be assigned by the Training and Certification Coordinator
- Business is the lifeblood of any company; therefore, Marketing is everybody's responsibility and should be taken seriously
- Housekeeping is everybody's business and should be taken seriously
- Position will require the candidate to have the flexibility to sometimes travel to other centers or operational bases for outdoor training

Requirements:

You must adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the Management and relevant outside agencies, regulatory bodies, and safety.

Bachelor's degree in business, Human Resources, Management, Public Relations, Occupational Safety, Health and Environment, Engineering, or a related field.

Minimum of 1 - 5 years of relevant experience.

Strong communication and active listening, adaptability, and excellent organization and time management to guide groups effectively.

Additional key skills are subject matter expertise, group management, problem-solving, and the ability to create a positive and inclusive learning environment

Must be able to work odd hours, as it is not always feasible to handle all training during regular office hours.

Must be able to travel to branch office locations to conduct training sessions.

Must be able to work in a fast-paced, high-stress environment with a demanding schedule.

Considering will be based on what applicants can do, all other related skills, proximity to the office, and other related preferences

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
