



## **Instructional Coordinator**

Locations: City of Industry, CA | Newark, CA

LTS is a leader in digital video surveillance providing reliable, innovative, and cost effective video solutions to security professionals, installers, system integrators, consulting firms and resellers. With Sales and Distribution Centers across the US, we offer the latest advances of network video surveillance in our comprehensive line of Analog, Hybrid, HD-TVI, HD-SDI, and IP solutions.

We pride ourselves in offering a structure and collaborative working environment where team members can contribute to all aspects of the business.

We are always interested in hearing from good talent with proven track record. Come join us and grow with a company that stays ahead. Interested applicants please submit resumes to [HR@LTSecurityinc.com](mailto:HR@LTSecurityinc.com) or visit our website at <http://www.LTSecurityinc.com>.

LTS is actively seeking Instructional Coordinators to join our leadership team to enhance the competencies of LTS employees by coordinating, designing and conducting training programs that will boost employees' workplace performance in alliance with company's core values.

## **Duties and Responsibilities**

### **Plan and Conduct Training Programs**

- Plan and conduct training programs and conferences dealing with new procedures, instructional materials and equipment, and training aids.
- Observe work of training staff to evaluate performance and to recommend changes that could strengthen training skills.
- Evaluate the effectiveness of company training curriculums and training techniques established by company training department.
- Observe trainers in the training room, review training test data.
- Develop, organize and update training manuals, multimedia visual aids and other educational materials. Incorporate current technology in the manuals and presentations.
- Assist and analyze training needs to develop new sales strategies, market trends, products, and solutions, IT training programs or modify and improve existing programs.
- Develop training curriculum materials according to specific subjects, individual needs, and occupational areas.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Create and manage the successful execution of network-wide training events including but not limited to event planning and communication, and managing event budgets.



### Performance Management and Actionable Reporting

- Create systems to assess impact of training events; determine the structures that will reflect and improve professional development throughout the year.
- Track responses and feedback to the corporate training programs for improvement. Report feedback in a way that is clear and actionable to event facilitators and team leaders.
- Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions for adaptations when administrative challenges arise.

### Other duties

- Assisting in developing reference materials to support various new technologies and processes.
- Schedule meetings, manage a wide variety of requests, and complete additional administrative tasks.
- Schedule training events and coordinate instructor, attendees and room setup.

### **Our Offers:**

- Competitive base salary
- Benefits: Vacation, Sick & Personal Leave, Paid Holidays, Health Insurance
- On-the-job training
- Supportive and motivating staff to help you succeed
- Professional and friendly office setting
- Career growth opportunity

### **Requirements & Qualifications**

- Bachelor Degree in Business Administration or equivalent industry experience.
- Proficient with computers and familiar with Windows based applications.
- Excellent written, verbal and interpersonal communication skills.
- High-energy, positive attitude, and an enthusiasm to excel.
- Bilingual in Spanish, Chinese or a second language is a plus.