

Training Coordinator

Job ID:	6077245	Posted:	October 8, 2009
Position Title:	Training Coordinator	Job Type:	Full-Time
Company Name:	Burr, Pilger & Mayer	Job Duration:	Indefinite
Industry:	Banking / Accounting / Financial	Min Education:	BA/BS/Undergraduate
Job Function:	HR Development/Training	Min Experience:	3-5 Years
Entry Level:	No	Required Travel:	10-25%
Location(s):	San Francisco, California, 94108, CA- San Francisco, United States		

APPLY FOR THIS JOB

Apply URL: <http://www.bpmlp.com>

Job Description

Burr, Pilger, & Mayer (BPM) is the 5th largest accounting/consulting firm in the San Francisco Bay Area with existing offices in San Francisco, Palo Alto, San Jose, Walnut Creek, Novato and Santa Rosa.

Always looking to set a trend, BPM recently went Green. The Palo Alto office was awarded its Green Business Status certification by the County of Santa Clara and other BPM locations are following in their footsteps.

Recently, BPM announced an employee profit sharing plan (ESOP), a first for a company of its size. An ESOP is a qualified retirement plan in which employees receive shares of the common stock of the company for which they work, thus offering them a vested interest in the organization's present and future success.

BPM has been recognized as one of The Best Places to Work in the San Francisco Bay Area by the *San Francisco Business Times*. "The ESOP builds on this tradition and philosophy," said Beth Baldwin, Director of Human Resources. "It's terrific to be able to reward success."

Celebrating 23 years of service to the San Francisco Bay Area, BPM is the largest non-"Big Four" accounting firm in Northern California and offers Tax, Business Consulting, Wealth Management and Audit services across a wide variety of industries.

HOW TO APPLY: Please visit our website at www.bpmlp.com.

About the Position:

The Training Coordinator is responsible for providing support to the Career Development / and BPM University team and the firm for all firm sponsored events and curriculum. The coordinator will directly report to the HR Director and will work under the direction of the Career Development Manager. Responsibilities include but are not limited to: Learning Management System (LMS) maintenance, training and event coordination, compliance management, training and curriculum planning.

Responsibilities:

- Function as the lead administrator and subject matter expert for the firm's LMS (Required)
- Coordinate all eLearning activities through the use of LearnLive (web learning platform)
- Facilitate new hire orientation and other trainings as necessary
- Add courses to LMS for internal and external sponsored training events

- Record training invoices, check requests, expense reports for all firm sponsored training events.
- Perform registration and coordination of Firm-wide training events
- Assist offices across firm in set-up, registration, material production and data entry for firm -sponsored learning events including new hire orientation
- Work with all BPM offices to assist in coordination of and planning for onsite and offsite training events
- Attend HR Team meetings, provide minutes, provide follow-up action items/tasks
- Coordinate External Training schedule with vendors and HR staff through direction of Career -Development Manager
- Coordinate Internal Training schedule with Instructors and HR staff through direction of Career -Development Manager
- Coordinate copying and production of all firm sponsored training events
- Coordinate supply needs for programs with offices, teams, and vendors
- Maintain electronic filing
- Support Career Development Manager in execution of training events
- Produce training related reports
- Maintain training compliance by entering all license and certification information into LMS
- Work with Licensing & Compliance manager to provide CPE related reports
- Assign all regulators for individual employees per information provided
- Regularly pull reports for non compliance issues send to person in charge of licenses
- Design and maintain various training related spreadsheets

Job Requirements

- Three to five years related experience required
- Bachelors degree required
- Experience with learning management system (LMS)
- Experience a in public accounting firm preferred
- Strong excel skills required
- Must be a problem solver and must be proactive
- Ability to multi-task
- Ability to work with staff of all levels; Partners to Office Assistants
- Must have clear oral/written/communication skills
- Must possess strong knowledge of Microsoft office suite
- Must possess working knowledge of Access Database
- Must be able to prioritize and work under tight deadlines
- Must have strong attention to detail
- Proven superior administrative skills
- Good time management and organizational skills

Compensation:

We offer flexible benefits and compensation packages that allow our employees to make choices that fit their individual lifestyles.