



## **Operations Coordinator**

### **COMPANY:**

With locations in Kansas City and St. Louis, Centriq Training is technology training company invested in developing and supporting the IT workforce in the Midwest. We train IT Professionals from over 450 companies on Microsoft, Cisco, CompTIA, Java, Security, and more. We also have TechSmartKC programs for individuals who want to begin a new technology career. We offer competitive salaries and excellent benefits including medical, dental, prescription drug, flexible spending accounts, life insurance, 401 (k), and paid holidays. Please visit our website @ [www.centriq.com](http://www.centriq.com).

### **JOB DESCRIPTION:**

Centriq Training is currently seeking a Training Operations Coordinator to manage day-to-day logistics, support, and communications for key operational tasks within our new St. Louis location.

### **RESPONSIBILITIES:**

- Serve as key point of contact for multiple internal and external customer groups (clients, students, facility vendors, trainers, managers, and guests).
- Provide basic facility and office management, including opening/closing office, coordinating food/beverage, and communicating with facility and cleaning service managers.
- Research and respond to questions regarding classes, programs, and materials.
- Work with Kansas City team to research partner course availability and enrollments.
- Coordinate physical and virtual training courses, enrollments, and other student communications.
- Purchase and manage course curriculum, exams, and other resources.
- Manage student check-in process, including curriculum and roster coordination, room signage, and student tours.
- Provide administrative support for career students and prospects.
- Certify as a testing proctor for multiple vendors and manage testing center schedule.
- Provide room rental support.

### **SKILLS REQUIRED:**

- Bachelor's degree
- At least two years of professional experience working in an operations role, preferably in the Education or Technology industries.
- Outstanding written and oral communication skills with customers, peers, and senior leadership.
- Highly motivated self-starter; able to work independently and in a team.
- High standards for quality and customer service.
- Strong organizational and documentation skills.
- Analytical thinker, researcher, and problem solver.
- At ease with technology. Familiar with technical job roles and product vendors (Microsoft, Cisco, etc).
- Intermediate MS Office skills. Familiarity with LMS software and CRM.

### **HOURS:**

7:30 am – 5:00 pm – Monday

8:00 am – 5:00 pm - Tuesday – Thursday

8:00 am – 4:30 pm - Friday

**NEXT STEPS**

Learn more about Centriq Training's Corporate training division and class schedule by visiting [www.centriq.com](http://www.centriq.com).

To apply, please email your resume to [careers@centriq.com](mailto:careers@centriq.com) with "**Operations Coordinator - FirstName LastName**" in the subject line.