Training Coordinator

Purpose of Position:
The Training Coordinator ensures the Bank is in compliance with all Federal regulatory training requirements. The Training Coordinator is responsible for preparing, facilitating, monitoring, evaluating, and documenting all training activities, including, but not limited to: New Teller Training, Personal Banker Training, Annual Teller and Personal Banker Refresher Training, Security Training, Mentor Training, and other programs as assigned. This position will also serve as a floating supervisor to cover Retail branch needs in the event of vacations, FMLA leave, or shortness of staff. The Training Coordinator maintains appropriate records related to the training function, including, training materials, manuals, external employee training records, Training Department budget, and compliance training files.

Required Skills & Qualifications:
- Minimum of 3 years experience in a training role. Previous banking experience a must.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, employees, and the general public.
- Advanced knowledge of related state and federal Banking compliance regulations, Bank operational policies and procedures and Bank's products and services.

Please submit your resume with salary history to:

St. Johns Bank & Trust
Attn: Human Resources
11965 St. Charles Rock Rd.
Bridgeton, MO 63044
Fax: 314-298-1479

Equal Opportunity Employer including Veterans and Disabled