



Vista Bank

Posting Date: 9/28/18
Position: Corporate Trainer
Reports to: Retail Branch Operations Manager
Location: Lubbock, TX

Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking a full-time Corporate Trainer to help employees cultivate their skills and knowledge. The individual will be responsible for the design, development, and delivery of training initiatives for the organization that focus on career development of new and existing employees. Develop bank wide training programs for branch staff including loan and retail functions. The goal is to promote efficiency and a competitive advantage by developing the skills of bank team members. Organizational skills and a positive attitude are important qualities that you must possess.

Essential Functions:

1. Liaise with managers to determine training needs and schedule training sessions
2. Design effective training programs
3. Select and book venues for training purposes
4. Conduct seminars, workshops, individual training sessions, etc.
5. Prepare educational material such as module summaries, videos, manuals, power points, etc.
6. Support and mentor new employees progress through observation, evaluations, and other assessment tools.
7. Keep attendance and other records as it relates to organizational training
8. Manage training budgets
9. Conduct evaluations to identify areas of improvement
10. Monitor employee performance and response to training
11. Travel to facilitate training in other locations as needed.

This Position requires:

1. Bachelor's degree or equivalent work experience required
2. Phenomenal communication, presentation, listening, and public speaking skills
3. Proficient PC skills, including word processing and spreadsheets via Microsoft Office products as well as custom applications and systems.
4. Understanding of effective teaching methodologies and tools
5. Critical thinking and decision making
6. Excellent analytical, time management, organizational and problem-solving skills with the ability to multi-task and work in a deadline-driven environment.
7. Must be self-motivated with strong initiative, accountability, and attention to detail.
8. Good knowledge of banking systems, regulations, policies, and procedures.
9. No visible tattoos or body piercings except conservative ear piercings
10. Reliable transportation
11. Must meet minimum credit standards and pass a criminal background check
12. Only applicants that have consented to a background and credit check will be considered

Contact any Vista Bank location for an application.

Completed applications should be delivered in person to 1508 Texas Avenue • Lubbock, TX 79401

Please direct inquiries to Leah Corona at lcrona@vistabank.com.

VISTA BANK IS AN EQUAL OPPORTUNITY EMPLOYER OF WOMEN, MINORITIES, PROTECTED VETERANS, AND INDIVIDUALS WITH DISABILITIES.