Position: Training coordinator (part time)

Sorrel Medical is a medical device company that develops and manufactures innovative medical equipment. Specifically, Sorrel Medical develops cutting edge wearable drug delivery devices.

Job Description:
Responsibility for all Training operations and compliance within the company:

- Information maintenance that supports the company being Audit ready at all times
- On line documentation and training system operation
- Follow up and ensure compliance
- Collect information of needed trainings, coordinate and assure occurrence
- Training Budget managing

Direct Manager: VP RA&QA

Job Requirements:

• **Education:** BA (or sufficient experience)

• **Job Skills:**
  o Experience in data management environment
  o High detail orientation and precision skills

• **Computer Skills:**
  • MS office
    o ERP – an advantage
    o Slaesforce – an advantage

• **Language skills:** High level English (written and verbal)
- **Personality:** Excellent interpersonal relationship; self-motivated; independent; able to work under pressure, team player, 'out of the box' thinker, Detail precision, well organized, understand implications and sees the full picture, quick learner and applier, flexible