

General Manager
North American Training
Full-time – Guelph, Ontario

Position Responsibilities:

The Registrar Company, Inc. (TRC) was established in 1996 and accredited by ANSI-ASQ National Accreditation Board (RAB) in 1997. It continues today to being one of the most respected and value-added Registrars providing registration and training services to many organizations located throughout North America. With offices in Dallas, Texas and Guelph, Ontario, we currently provide registration services to the following standards:

- ISO 9001
- ISO 14001
- AS 9103
- AS 9120
- AS 9100
- OHSAS 18001
- ISO 45001
- HACCP

We are currently creating a new training organization with three other international Registrars located strategically throughout North America. Our new organization will offer public and on-site training programs in the area of ISO management systems, process improvement and various management courses throughout North America.

Key Responsibilities:

We are looking for an individual with some significant experience in the training business to work with us as we create and grow this business. Direct responsibilities are the following:

- Internet based sales and marketing of all training programs
- Development of courses
- Development of an annual training schedule
- Recruitment of instructors
- Instruction
- Management of venue requirements
- Management of materials

We offer an excellent opportunity to share in the revenue and profits of our business. We will provide an excellent compensation package as well as benefits and a pension plan.

Skills and Experience Required:

- Bachelor's degree or College education in Business Administration or Marketing;
- Complete understanding of ISO Management Systems;
- At least 5 years professional sales experience;
- At least five years in the training business;

- Proven success in your sales ability and demonstrable full understanding of all phases of the professional services sales process;
- Demonstrated customer focus and strong relationship building skills;
- Motivated self-starter with an entrepreneurial spirit;
- Team oriented; and ability to multi-task.

If you are interested in discussing this exciting opportunity, please contact us at your earliest convenience.