



## RFMS Trainer

Our growing software technology firm is searching for a Trainer for our suite of RFMS software products.

### **Summary/Objective**

The RFMS Trainer's primary responsibility is to provide high quality, creative and results oriented training to help educate our clients to use RFMS business tools to become more profitable and efficient. Services are delivered onsite at the client's office, online meeting, Webinars and other training events. Trainers must be able to provide straightforward advice and achieve results that create value for our clients.

### **Essential Functions**

1. Formulate an agenda to determine scope of training engagements for individual training, group instruction, lectures, webinars, demonstrations, conferences, meetings and workshops.
2. Develop teaching aids as needed.
3. Conduct onsite and online training.
4. Assist clients with problems concerning "how to" perform specific tasks within RFMS software.
5. Generate additional training opportunities via phone calls, emails and other client follow-up.
6. Continue to grow in knowledge of RFMS software and add-on products.
7. Book travel arrangements for onsite work in harmony with company policies.
8. Ability to travel an average of 10 days/month, including occasional travel to Canada (US Passport Required).

### **Competencies**

1. Business Acumen.
2. Strong computer skills.
3. Excellent, clear communicator (written and verbal).
4. Willingness to learn new programs.
5. Good Judgement.
6. Problem solving.
7. Self-motivated without extensive supervision.
8. Ability to follow direction and policies.

## Required Education and Experience

1. High School Diploma
2. Bachelor degree in Business related field (preferred)
3. Minimum of 5 years of professional work experience in a floor covering operation, accounting or management using RFMS software required.

## OUR COMPANY:

RFMS is the leading provider of business management and estimating software solutions for the floor covering industry. RFMS provides software, training, consulting and implementation services to more than 2,000 clients based in North America for more than 30 years. Our corporate office is based in Tuscaloosa, Alabama and the company employs 80+ employees throughout the US. Our company is growing at a rapid pace with divisions in New Zealand and distribution in Europe.

General benefits of employment include BCBS insurance (health/dental), vision insurance, company paid life insurance, 401K matching, Flexible Spending Account (FSA), profit sharing, holidays and vacation.

[www.RFMS.com](http://www.RFMS.com)

Please apply by sending cover letter and resume to [careers@rfms.com](mailto:careers@rfms.com) or contacting the Director of Human Resources. **You must indicate the job you are applying for in the subject line.**

Madeleine Bayless

Director of Human Resources

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