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INVERNESS TECHNOLOGIES JOB OPENING

Career Transition Trainers Needed – Part Time MCB Camp Lejeune, North Carolina

Posted: January, 2012

Reports to:	Department:	Projects:
Regional Project Manager (Eastern Region) CONUS Program Operations	Training	Department of Labor Transition Assistance Program
Category:	Pay rate:	Start Date:
Exempt, Hourly	Negotiable	Part-time January, 2012

Inverness Technologies, Inc. is accepting resumes for **part-time** Career Transition Workshop Facilitators/Trainers at Marine Corps Base Camp Lejeune, North Carolina. Successful candidates will facilitate approximately 3-4 workshops per month. Each workshop is 2 or 2 ½ days in length (weekday, daytime hours). **This could be an excellent opportunity for military spouses or veterans living in the area. Candidates must have previous experience in Training, Career Counseling or Human Resources.**

Inverness trainers conduct workshops for military personnel who are transitioning from the US military and planning to enter the civilian work force. Course material includes such topics as:

- Self-appraisal
- Career decision making
- Identifying job goals
- Job search techniques
- Resume preparation
- Interviewing skills
- Dress for success
- Job offer and salary negotiations

Minimum qualifications include the following:

- Previous work experience must include a comprehensive understanding of the U.S. labor market and public and private sector employment practices.
- Candidates must have demonstrated experience in training, career counseling or human resource management.
- Must own a computer, have email capability and have experience using Microsoft PowerPoint.
- AA degree or 3 years military experience as a Trainer. United States military experience preferred but not required; must be able to enter US military bases and buildings.
- Flexibility to travel to other military bases to deliver workshops if needed.
- Excellent communication skills.
- Must demonstrate an interactive, dynamic and energetic training style necessary to engage this military audience in job search training activities.

Email cover letter and resume to INVERNESS TECHNOLOGIES at:

careers@invernesstechnologies.com

ATTN: NC/Camp Lejeune or fax to (703) 448-3075

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