



Job Description

POSITION: Training Delivery and Content Lead
STATUS: 12 Month Contract
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Communications and Change Manager
DEPARTMENT: Project Management Office

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family- owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

Primary Role of This Position

The primary role of the Training Delivery and Content Lead is to develop and deliver customized technical and corporate training programs designed to improve employee skills, increase productivity, and drive company success. They will work closely with various project teams and departments to assess training needs, create customized video and classroom training material, facilitate engaging and effective training sessions, and manage the end-to-end training process.

This role is in on-site in the Concord, ON office 4 days a week.

Major Responsibilities

- + Collaborate with key stakeholders to assess skill gaps and prioritize training needs.
- + Design and develop high-quality, engaging, and effective internal and external training delivery materials, such as reference guides, presentations, and videos.
- + Curate and manage the hosting of training content on SharePoint.
- + Deliver training to end-users on new systems and processes, ensuring maximum engagement and knowledge retention.
- + Manage the end-to-end training process, including scheduling, tracking, and reporting.
- + Monitor and evaluate the effectiveness of training programs using surveys, feedback, and performance metrics.

Education and Experience

- + Bachelor's degree or diploma with specialization in training or equivalent experience.

- + Minimum of 5-7 years of experience in instructional design, training, learning and development, or a related field.
- + Proven ability to design, develop and deliver training materials in a corporate setting.
- + Proficiency with Microsoft Dynamics and SharePoint

Qualifications

- + Strong instructional design skills, including the ability to create structured educational content that caters to various learning styles. Familiarity with ADDIE and other instructional design models.
- + Excellence in researching, writing, and editing training materials with a keen eye for detail and clarity.
- + Proficiency in tools such as Microsoft Studio, Clip Champ, and Copilot.
- + Strong written and verbal communication skills.
- + Ability to work independently and as part of a team.
- + Ability to manage multiple projects simultaneously, plan, organize, and prioritize tasks, and familiarity with project management methodologies like Agile or Scrum.
- + Bilingual language skills (French) are an asset.

If you are interested in applying, please submit a cover letter and a résumé to:
recruitment@kohlandfrisch.com.

Please ensure you specify the job title, Training Delivery and Content Lead, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.