

Janome has a full-time opening at its Mahwah, NJ headquarters for a Education Manager in the Education Department.

Janome America, Inc. is a distributor of household and computerized sewing machines; a subsidiary of Janome Sewing Machine Company, Tokyo, Japan, who are one of the world's largest manufacturers of home sewing machines and leaders and innovators in the home sewing industry. The mission of Janome is to "design and build sewing machines for the home market, and because of their superior ease of use, excellent quality and reliability, give their users the ability to make the most of their creativity." So if you are looking for a company who is as unique and dynamic as you are, this is the place for you!

Summary of Position:

The **Education Manager (EM)** is responsible for planning, organizing and overseeing the educational approaches and strategies as well as the development and resources of the Education Department and the entire education staff. The EM supervises the development and execution of all educational programs and educational events including virtual trainings, and virtual presentations that are addressed to consumers, dealers, and JAI staff.

Essential Job Functions:

- Develop new programs to help dealers and consumers better understand Janome America's products
- Identify new uses and techniques that utilize Janome America's products
- Manage sample creation to showcase product usage
- Coordinate projects and instructions for workbooks, online projects, presentations and other written and verbal (presentation) materials
- Promote desired company image in development of educational initiatives
- Promote product image and content virtually for consumers and dealers and staff
- Manage activities and schedules of Educational Coordinators
- 20% national travel required
- Conduct annual performance reviews

Qualifications and Requirements:

- 5+ years Sewing/Sales experience
- Bachelor's Degree or related experience
- Experience with editing sewing instructions
- Presentation skills and ability to be on camera and social media channels
- Product knowledge is required

Skills:

- Sewing knowledge
- Effective listening and communication skills, written and verbal
- Excellent presentation skills
- Strong computer skills / PC proficient
- Excellent leadership skills

Duties and Responsibilities:

- Manage and monitor activities of Education staff
- Manage and monitor virtual presentations, trainings and educational videos for social media and website.
- Work closely with other departments to ensure a team approach to overall development of Education initiatives
- Work with advertising agency to develop advertisements and collateral materials to coincide with current media plan
- Work closely with internal staff to oversee in-house advertising functions
- Manage the coordination of dealer mailings and communication regarding promotions/products
- Work with Sales/Merchandising Coordinator to ensure a continuous flow of product information to consumers/dealers
- Manage, schedule, and monitor activities of Educational Coordinators
- Communicate regularly with education staff to provide necessary information, feedback, etc. via phone and email
- Plan Education meetings quarterly
- Manage the development of dealer training and employee training seminars
- Travel nationally about 20% of the time
- Supervise organization of Education room, including stock and supplies
- Create programs to help increase staff product knowledge in house
- Prepare and maintain inventory control of sewing samples for magazines / television / exhibitions
- Pre-authorize any hours worked beyond those regularly scheduled for all non-exempt direct reports

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- Work with Marketing to prepare content for magazine ads
- Evaluate the need and role of company spokesperson on a continuous basis
- Evaluate feasibility and benefit of vendor partnerships including Craftsy, Fresh Quilting
- Coordinate car stock/on loan needs/projects
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Job Type: Full-time

Schedule: Monday to Friday

Regular Hours of Operation: 8:30 am to 5:00 pm

Education: Bachelor's (Preferred)

Experience - Sewing/Sales: 5+ Years (Preferred)

Work Location: IN PERSON/20% National Travel

Salary: Negotiable

Benefits:

401(k) • Health insurance / Dental insurance / Vision insurance • Paid time off

The company offers an excellent benefits package including health insurance (medical, dental, vision), paid vacation, sick/personal days, 12 paid holidays, 401(k) plan and profit sharing- EOE

Candidates responding to this posting must currently possess the eligibility to work in the US. Applicants to this posting are encouraged to submit a cover letter with their resume highlighting relevant skills and experience.

To apply, please submit your resume by e-mail at: janomehr@janome-america.com

or by fax at 201-825-3612

or by mail:

Janome America, Inc.

Attn: HR Department

10 Industrial Avenue, Ste. 2

Mahwah, NJ 07430