

Job Description

Position:	Manufacturing Training Coordinator
Reports to:	Human Resources Manager

Job Summary

This position works in partnership with MSA's leadership to develop and execute simulated Training and Development plans that drive our team's personal development. The candidate will design and develop in-person and virtual training courses. This is an essential role as MSA seeks to strengthen the skillsets and core competencies of our team members.

Duties & Responsibilities

- Drives implementation of training plans; creating the plans in partnership with leadership.
- Analyzes training needs to develop new training programs or modify and improve existing programs.
- Develops and organizes creative training via simulations, videos, PPT, with hands on method being the gold standard.
- Trains new employees and assists current employees in becoming a meister at their job.
- Conducts ongoing evaluations to ensure effectiveness of programs and recommends modifications.
- Review training courses to measure effectiveness.
- Identifies trainers and ensure they receive skillset/training to be successful by providing guidance on train the trainer best practices.
- Manages training schedules, records, Learning Management System supplies and services.

Qualifications

- Fluent story boarding and video creation in developing training courses.
- Highly proficient in using MS Office Suite, primarily PowerPoint and other content creation platforms.

- Experience in delivering technical training within a manufacturing facility.
- Experience with automation, manual assembly and/or machining.
- Bilingual – English and Spanish is a must.

Physical Requirements

- Prolong periods of sitting at a desk and working on a computer
- Must be able to move freely throughout the organization
- Ability to lift 15 pounds at a time.

Direct Reports

- None

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