MAGNETATION

Training Coordinator Job Description

Location: Grand Rapids, MN
Department: Human Resources
Approval Date:
Reports To: Human Resource Manager
Status: Exempt, Salaried

Job Summary:

The Training Coordinator is responsible for the design, development, implementation, coordination, and facilitation of company training and development programs.

Essential Functions:

- Schedules and coordinates all classroom training with Managers and Supervisors – schedules location, date/time, materials, and attendance.
- Develops, coordinates, schedules and maintains all training courses and programs
- Collects, compiles and reports results of evaluation, attendance and training data.
- Communicates data and reports as needed.
- Prepares and documents procedures for employees and management who are appointed for training.
- Maintains management training tracking process, enters data, tracks completion and processes communication and certification to recipients and market leadership.
- Develops, Implements, Administers and Maintains a Training Management System
- Manages training materials stipulated by regulations.
- Researches training suppliers and materials as needed – including details, cost comparison, and timelines.
- Assists with greeting visitors in the building. Documents outside visitors to the building.
- Collects and distributes training mail and shipments.
- Orders supplies for training and training department as needed.
- Performs other related duties as assigned.

Qualifications:

- B.S./B.A. degree with at least 5 years related experience in a training environment
- Leadership skills to effectively direct employees while in a training class environment and ability to properly evaluate comprehension and application of subject material
- The training area is one of constant change. This position must be able to react positively to these developments and help lead the way forward to include new developments in training targeted to both new and existing employees
- Ability to communicate professionally with all levels of employees
- Excellent written and oral communication skills are necessary to produce and deliver quality training programs
- Knowledge of Windows, Power Point, Word and Excel or similar programs required
- High-level of effective interpersonal communication skills, both written and verbal plus organization and presentation skills
- Strong desire to be a part of a start-up/high growth company with an entrepreneurial spirit and a fast-paced, result-oriented culture

Physical Environment/Working Conditions:

- This position will include work both inside and outside an industrial manufacturing plant.
- Work activities may include: standing, walking, climbing, sitting, kneeling, stooping, reaching, handling, talking, hearing, seeing, and crouching.
- Working conditions include: heat, cold, wet, and dirty.
- Must be able to travel and enter plant operating sites with necessary PPE to access equipment and obtain data.