

Kondex Corporation
POSITION DESCRIPTION

POSITION TITLE: Training Coordinator
DATE: September 3, 2021
REPORTS TO: VP of Human Resources and Organizational Development

POSITION PURPOSE/MISSION:

Responsible for identifying, developing, and executing meaningful learning opportunities that challenge our associates and position the organization and our associates for growth. This role will be pivotal in ensuring that Kondex has highly qualified associates at all times to meet the strategic needs of the organization.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Research, design, plan, organize and coordinate or conduct companywide training; this includes but is not limited to technical, front-line leadership, and Kondex culture.
2. Participates in new team member orientation and onboarding training to support retention. Create standardized training using a flexible timeframe to match each individual's learning pace while ensuring training progress is achieved.
3. Coordinate the Kondex mentor initiative that will include the training and assignment of mentors to new hires for the first 12 months of their employment.
4. Participates in the selection of on-the-job trainers and conducts Train-the-Trainer sessions for new and existing trainers.
5. Coach and mentor on-the-job trainers and mentors.
6. Partner with Team Leaders, Managers, and Human Resources to review existing training programs; suggest enhancements and modifications to improve engagement, learning, quality, productivity, and retention or to meet the changing needs of the organization.
7. Collaborate with subject matter experts to develop and document processes, procedures, work instructions, and standards.
8. Partner with internal stakeholders and liaise with experts to determine best method of instructional technique/format, such as on-the-job training, role playing, simulations, team exercises, mentoring, group discussions, videos, and lectures and/or classes.
9. Utilize assessment tools to ensure proper alignment of training methods with individual needs.
10. Develop material for new training programs; this includes technical training for new equipment or processes that are implemented in the organization.
11. Actively seek new training methods, materials, techniques, and best practices and use this knowledge in future training sessions.
12. Makes recommendations and develops job certifications.
13. Coordinates the scheduling of in-house and off-site training events, production of event materials, availability of instructors, and participant enrollment.
14. Design assessment tools to measure training effectiveness and analyze trends.
15. Identify and utilize assessment tools to communicate associate and team workstyle and behavioral characteristics to improve individual and team performance including the identification of team roles.
16. Maintain the training documentation system that provides relevant information concerning training content, activities, attendance, and evaluation.
17. Network with area schools and establish partnerships to enhance Kondex training efforts.
18. Coordinate the registered apprenticeship program.
19. Coordinate the Tuition Reimbursement Program.
20. Participate in the creation of development plans for associates.

POSITION CHALLENGES:

- Developing a high-quality training in a cost effective and time sensitive manner.
- Ensuring training materials are fresh and relevant to associates.
- Promoting and ensuring training is seen as a benefit and not a deterrent to daily production demands.
- Working a flexible schedule when required to support training on multiple shifts.

SUPERVISION EXERCISED:

- None

ORGANIZATIONAL RELATIONSHIPS:

- Internal – Regularly interact with all associates.
- External – Regularly interact with training vendors/partners.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications:

1. Bachelor's Degree in Training and Development, Education, Human Resources, or related field.
2. Three years' experience in a similar role.
3. Requires a thorough understanding of effective training programs, aids, and materials; knowledge of, and experience with, a variety of educational and training techniques; and the ability to complete the full training cycle (assess needs, plan, develop, coordinate, implement, monitor, and evaluate).
4. Demonstrated ability to train, teach, coach and mentor others.
5. Demonstrated ability to conduct group presentations and facilitate groups.
6. Highly motivated and passion for delivering highly engaging learning sessions.
7. Familiarity with traditional and modern job training methods and techniques.
8. An ability to assess training effectiveness and determine the impact of training on associate skills and performance.
9. Desire to take initiative and develop a proactive relationship with associates through follow-up, understanding their needs and fostering a collaborative relationship.
10. Ability to work independently.
11. Ability to adapt to a rapidly changing work environment.
12. Requires proficiency in Microsoft Office programs, particularly PowerPoint.

Preferred Qualifications:

1. Experience in a high-volume manufacturing environment.
2. Experience in or knowledge of training programs specifically geared towards manufacturing, such as "Training Within Industry" or Standardized Work methodologies.
3. Knowledgeable of learning management systems, e-learning platforms, and/or payroll-based systems.
4. Knowledge of adult learning methods.
5. Lean manufacturing experience and Continuous Improvement methodologies.
6. Change management experience.
7. High degree of mechanical aptitude.
8. Bi-lingual in English and Spanish.

Required Behavioral Competencies:

1. Communication – demonstrated ability to work effectively with cross-functional work groups both verbally and in writing; Demonstrates excellent listening, verbal, presentation, and storytelling skills.
2. Results Orientation – maintains appropriate focus on short- and long-term goals; Motivated by achievement, and persists until goals are reached, conveying a sense of urgency.
3. Initiative – proactive and takes action without being prompted.
4. Learning agility – continuously seeks new knowledge, creates, and fosters a culture of interest, curiosity, and learning; Flexible to change, and learns from failure; Seeks to improve processes.
5. Problem Solving & Decision Making – identifies and solves problems, develops innovative solutions, acts decisively, and shows good judgment.
6. Coaching & Counseling – effectively instructs associates at all performance levels and enjoys helping team members grow, sharing authority and providing resources and support that empower; Offers clear, direct, and timely feedback.
7. Conflict Management – support and manage differences of opinion; Use consensus and collaboration to debate and resolve issues.
8. Influence & Positive Impact – skilled at persuading, motivating, and energizing others at all levels; Passionate, personable, and self-confident; Able to flex style and direct, collaborate, or empower as the situation requires.

9. Organization & Planning – excellent time management skills and ability to prioritize multiple competing priorities. Attention to detail.
10. Sensitivity – values and respects concerns and feelings of others; Communicates empathy towards others, respect for the individual, and appreciation of diversity among associates.
11. Trust - Develops high trust relationships within all levels of the organization.
12. Composure – maintains emotional control, even under ambiguous or stressful circumstances while continuing to perform steadily and effectively

Culture: Possess and follows Kondex Values & Beliefs

Travel: Overnight travel based on business need

Safety and Housekeeping: Belief in Kondex safety and housekeeping standards and procedures