

Job Title: **Training Coordinator**

Shift: ALL

Department: OPS-AT

Location: Juarez

Reports To: Technical Support Manager

FLSA Status: Exempt

## Position Purpose

- Develop, promulgate and lead employee training programs within the organization at all levels. Determine current and future employee training needs, evaluate and improve training materials, and directly conduct training sessions.

## Essential Duties & Responsibilities

- Identify training needs by assessing strengths and weaknesses • Set up an annual training program and prepare teaching plans • Translate requirements into trainings that will prepare employees for the next step in their career • Assign training plans and schedules, design and develop training programs (externalized or internal) for corporate training, etc. • Choose appropriate training methods by case (virtual, simulated, mentoring, in job training, professional development classes, etc.) • Commercialize training opportunities available to employees and provide the necessary information • Design and develop training and "certification" programs (externalized and/or internal) • Carry out the assessment of training needs across the organization and identify skills or knowledge gaps that need to be addressed • Use known educational principles and stay up-to-date on new training methods and techniques • Design, prepare and order aids and educational materials • Assess instruction effectiveness and determine the impact of training on employee and KPI skills • Gather feedback from coaches and apprentices after each educational session • Partnering with internal stakeholders and connecting with experts to develop training programs • Keep the curriculum database and training logs up to date • Periodically evaluate ongoing programs to ensure they reflect any changes • Organize training sessions for experts in the field • Manage and maintain internal trainings by using the e-learning platform • Stay on top of new trends and tools in employee development • Research and recommend new training methods • Maintain training hrs. requirements up-to-date on all job descriptions • Measure the assigned trainings compliance and follow-up accordingly in order to assure they are successfully completed • Adhere to the Training KPI's to assure they are accomplished as required • Maintain the Training Satisfaction score > 3.8 • Stay up-to-date on the STPS requirements and assure 100% compliance • Coordinate and Train the Trainers as required • Organize on-the-job training for new employees and conduct orientation sessions to familiarize new staff members with the right procedures and processes (Onboarding) • Coordination the Training Committee (DC-1) • Maintain training and training plans and programs (DC-2) • Generate recorded work skills and appropriate for the sea (DC-3) • Maintain the list of job skills records (DC-4)

## Knowledge / Skills / Abilities

- English >80% is desired • Fluid verbal and written communication skills • Sense of urgency • Leadership • Be able to successfully transmit knowledge • Familiarity with traditional and modern job training methods

and techniques • Know some of the Problem-Solving Process tools available (5 Why's, Fishbone, 8Ds, PDCA, Six Sigma, etc.) • STPS legal requirements knowledge is a must • Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)

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### **Qualifications / Prior Experience**

- Bachelor's degree preferred • > 5 Years of experience on a similar position in a Manufacturing Industry • NOM knowledge is a plus • Train the Trainer Certification • Lean / Sig Sigma knowledge is a plus

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### **Work Environment / Other Requirements**