

## A Day in the Life

We are seeking a highly tactical Training Coordinator to join our team. This role will be responsible for coordinating and delivering day-to-day employee training programs aimed at enhancing performance, compliance, and safety. This position requires strong interpersonal skills, a deep understanding of manufacturing processes, and the ability to create engaging learning experiences for employees at all levels.

### Key Responsibilities:

- **Training Program Coordination:** Plan, schedule, and coordinate training for new hires and existing employees according to the overall training plan.
- **Tracking and Reporting:** Maintain accurate records of training activities, including progress and completion statistics.
- **Materials and Resources:** Develop and maintain training materials, manuals, and documentation that support a wide variety of learning modalities including classroom, hands-on, and e-learning.
- **Training Delivery:** Facilitate and deliver training sessions in areas such as safety, equipment operation, process optimization, quality control, and compliance with industry standards (e.g., OSHA, ISO).
- **Compliance and Certification:** Ensure all employees receive the required certifications and training to remain compliant with safety regulations and internal policies.
- **Continuous Improvement:** Evaluate the effectiveness of training programs through employee feedback, assessments, and performance metrics. Recommend and implement improvements to enhance training quality.
- **Employee Support:** Serve as a point of contact for employees regarding training needs, questions, and progress. Provide guidance and assistance in accessing training opportunities.
- **Collaboration:** Work closely with HR, Safety, Supply Chain, and Operations teams to ensure seamless integration of training programs into daily operations.

## What you Bring

- Minimum of 2-3 years of experience in a training or development role within a manufacturing or industrial environment.
- Strong knowledge of manufacturing processes, equipment, and safety regulations.
- Experience with learning management systems (LMS) and training evaluation tools.
- Excellent communication and presentation skills, with the ability to engage employees at all levels.
- Strong organizational and time-management abilities to handle multiple training initiatives simultaneously.
- Proficient in Microsoft Office Suite and other training-related software.
- Problem-solving and analytical skills to assess training needs and make improvements.
- Certification in Training or Instructional Design (e.g., CPLP, ATD) is a plus.

## **There are plenty of reasons to work at EMPWR USA, such as:**

- **Innovative Environment:** Work with cutting-edge production technology and help shape the future of food processing.
- **Dynamic Role:** No two days are the same, with a wide variety of projects and challenges.
- **Growth Potential:** Join a team that values your insight and is committed to continuous learning and improvement.

Ready to bring your expertise and passion for production to a growing team? Apply today!

<https://www.empwrnutrition.com/>