



# Republic Plastics

**Position Title:** Training Coordinator  
**Department:** Human Resources/Legal Affairs  
**Reports to:** Director of Human Resources & Legal Affairs  
**FLSA Status:** Salaried  
**Revision Date:** 8/20/2015

## **Position Summary:**

The Training Coordinator is responsible for the design, development, implementation, coordination, and facilitation of company training and development programs. The role will be responsible for analyzing training needs, reviewing and improving upon existing content and developing new content where needed and evaluating programs for effectiveness of training and individual employee growth. The position will also be responsible for the overseeing and coordination of internal and external trainers across the company. The training coordinator will be responsible for development of reporting and measurement of training needs and results.

## **Responsibilities:**

To perform this job successfully, this individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Training Coordinator's essential job duties include, but are not limited to, the following:

- Follows all safety and sanitation rules and regulations.
- Evaluates and manages existing training materials and recommends changes and additional training materials as needed.
- Assesses training needs for new and existing associates.
- Identifies internal and external training programs to address competency gaps.
- Facilitates learning through a variety of delivery methods including classroom instruction, virtual training, on-the-job coaching.
- Keeps current on training design and methodology.
- Creates and manages training schedule for all associates, including training new associates and ongoing training for existing associates.
- Coordinates and oversees designated internal and external training staff.
- Establishes and maintains relationships with external training suppliers.
- Coordinates off-site training activities for employees.
- Prepares and documents training procedures for management and training staff.
- Works with plant management to ensure that all associates receive required training – scheduling location, date/time, materials, trainers, and associate attendance.
- Coordinates and ensures proper documentation of training for associates.
- Designs and applies assessment tools to measure training effectiveness
- Collects, compiles and reports results of evaluation, attendance and training data.
- Maintains management of training tracking process, enters data, tracks completion and processes communication and certification to recipients.
- Works with other team members to complete tasks and achieve department goals.



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- Follow instructions and directions provided by the Director of Human Resources & Legal Affairs and/or other members of corporate management.
- Follow and comply with all company rules and directives.
- Attend work as scheduled.

This list of job duties is not all-encompassing. The Training Coordinator will be expected to perform all other duties that will be assigned as necessary.

## **Required Physical and Mental Abilities:**

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Training Coordinator position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *General Physical Requirements* – The ability to stand, walk, hear, and smell. The ability to use hands to finger, handle, or feel and reach with hands and arms. The associate is occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Lifting* – The ability to occasionally lift and or move up to 10 pounds, and occasionally lift and or move up to 25 pounds.
- *Vision and Hearing* – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, good hearing is required.
- *Manual Dexterity* – The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects.
- *Multi-limb Coordination* – The ability to coordinate two or more limbs (for example, two arms, two legs, or one arm and one leg) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

## **Supervisory Responsibilities:**



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Works in a team environment led and directed by the Director of Human Resources & Legal Affairs and/or other members of corporate management. Will oversee and supervise team of internal and external training resources.

## **Required Education, Experience, and other Qualifications:**

A Bachelor's Degree in a related field plus 5-7 years of experience coordinating and/or managing training programs in a manufacturing environment or a minimum of 10+ years of experience coordinating and/or managing training programs.

Other required qualifications:

- Knowledge of instructional design theory and implementation
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Demonstrated leadership skills and abilities
- Excellent communication skills up and down organizational structure
- Strong planning, organizational and follow up skills
- Excellent people management skills

### *Computer Skills:*

Must possess basic computer knowledge, including, but not limited to, the ability to generate and edit word processing documents, power point presentations, and spreadsheet reports.

### *Language Skills:*

The ability to read and comprehend high level correspondence in English as well as communicate orally and in writing in English at a collegiate level. The ability to effectively present information in one on one and group situations to customers, vendors and Associates of the Company.

## **Comments:**

This is not an all-encompassing list, and other duties will be assigned as required. This position is a key position in the self-directed - teamwork driven production environment of Republic Plastics. An individual in the Training Coordinator position will have to be dedicated, responsible, highly motivated, safety and quality conscience, and driven to exceed productivity and cost targets.

## **Company Core Values**

All Associates within our manufacturing organization, in adherence to our corporate values, will treat each other and anyone who enters our facility with the utmost respect and dignity. We will endeavor to excel at, and hold each other to the following values in everything we do.

- **Safety** – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.
- **Teamwork** - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.
- **Accountability** - the willingness to accept responsibility for one's actions.
- **Positive Attitude** - a state of mind in relationship to our work environment and accomplishing our goals.



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- **Quality/Excellence** - the nature by which each of our products, service and interaction can be identified as good or worthy.
- **Integrity/Honesty** - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.
- **Commitment** - pledging oneself to the cause or goal