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DEPT. /DIVISION: W&D

POSITION REPORTS TO: Facility HR Manager

LOCATION: McDonough

DATE: December 2011

POSITION SUMMARY:

Responsible for directing and coordinating overall planning and execution of training programs for all activities in the areas of safety, employment laws, quality audit, maintenance, management training, and systems training.

PRIMARY RESPONSIBILITIES/ACCOUNTABILITIES OF THE JOB:

- Researches, plans, organize, and conduct training programs, seminars, and conferences for clerical, supervisory, technical, and lower-level management personnel.
- Writes material for new training programs; reviews, evaluates, and modifies existing and proposed programs, and recommends appropriate changes.
- Administers and evaluates training program qualification tests, and determines eligibility of prospective attendees.
- Develops, writes and coordinates training manuals working with specialists for specific details (Q.A. Manager, AGM, Ops Mgr. Manager, HR Manager, etc.). The training manuals should include: course content, visual charts, videotapes, slides, etc. Type's initial and/or final drafts of manuals.
- Prepares training videotapes and/or CD's and maintains library of video and CD training aids. Schedules training sessions within individual training programs ensuring facility setup, audiovisual setup and employee notification
- Introduces topic specialists at the start of training sessions and provides courses that stimulate and motivate attendees. Develops a means of measuring the effectiveness of training programs through testing, etc.
- Responsible to bring in outside experts when necessary for training on machinery.
- Develops and implements appropriate safety programs and procedures in order to reduce the frequency of work related accidents and injuries with

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POSITION DESCRIPTION

POSITION TITLE: Facility Training Specialist

emphasis on aggressive prevention efforts for on-the-job accidents and injuries.

- Create/maintain list of required training procedures.
- Monitor and maintain ergonomic programs that are consistent with the Distribution Center programs, including rotation programs, system checklists, etc.
- Plan and organize safety training programs to ensure all managers, supervisors, hourly employees and other bargaining unit employees are provided with the knowledge and skills required to effectively perform the duties of their positions.
- Conduct training for new and existing employees.
- Monitors certification programs.
- Conduct new equipment evaluations/workstation reviews as needed.
- Provide training to employees in the handling of hazardous materials.
- Ensures compliance with federal, state, and local safety rules and regulations.
- Works with management to develop training plans.
- Regularly reviews and analyzes the effectiveness, cost, and future effects of programs. Generates reports and presents findings and alternative solutions.
- Performs other assigned duties as necessary.

INTERNAL & EXTERNAL CONTACTS:

Internal: All levels of employees

External: Vendors and training specialists as needed.

SUPERVISORY RESPONSIBILITIES:

Direct: N/A

Indirect: N/A

BUDGETARY RESPONSIBILITIES:

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DECISION MAKING: Use knowledge of learning theory to recommend, select and create training programs and methods.

RESOURCEFULNESS/CREATIVITY:

- Ability to perform detail-oriented tasks and provide timely and accurate information.
- Ability to take direction and execute promptly.
- Ability to anticipate future problems, inform and recommend preventive course of action.
- Strong interpersonal relation skills; ability to relate to all levels of employees.
- Ability and willingness to make effective presentations to both small and large audiences.
- Time management and ability to prioritize.

ENVIRONMENT: Travel may be required to other Distribution Centers.

QUALIFICATIONS & EXPERIENCE:

Experience: 3 - 5 years training experience preferably in a Distribution Environment

Education: College degree preferred

Skills:

- Excellent verbal communication
- Proven training program design skills
- Excellent platform delivery skills
- Strong written communication skills including development of training materials
- Excellent planning and organizational skills
- Strong PC skills including proficiency in word processing, presentation media (e.g. PowerPoint) and spreadsheet programs

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APPROVALS

Manager

Date

Division Head

Date

Human Resources

Date