

Training coordinator - location Dordrecht

For a client in Dordrecht, we are looking for a **Training Coordinator**.

Vacature omschrijving

Training Coordinator

Coordinates the development and implementation of and maintains the plant/department training program ensuring compliance is achieved for all training policies and requirements. Owns the department training program, for assigned areas, ensuring department training documentation is current and up to date. Manages the annual training program review with department leadership and initiates any needed adjustments to the program. Requires broadened technical skills in analytical/scientific methods or operational processes to perform a defined array of activities. May act as an informal resource for team members with less experience.

Responsibilities / Duties

- ✓ Ensures local, global, and business curriculums are assigned in line with needs and requirements.
- ✓ Responsible for department administration and other office professional tasks.
- ✓ Acts as the subject matter resource for the learning system and coaches employees on how to access and utilize learning resources.
- ✓ Provides feedback on global curriculum and supports local implementation of global Instructor Led courses, as appropriate. Works with Course Owners/SMEs, to coordinate the development of local training, as applicable. Coordinates plant/department resources for delivery of training. Optimizes cost of delivery for local and global training in plant/department.
- ✓ Ensures appropriate local subject matter experts review and approve plant/department specific training and learning resources and that all local learning resources are up-to-date and available.
- ✓ Partners with key stakeholders to develop and maintain employee specific training schedules and plans.
- ✓ Ensures all required employee training records are up-to-date and maintained. Tracks compliance and communicates overdue training to deliver 100% training compliance. Performs other audit related reporting.
- ✓ Works with management of change (MOC) owners to ensure that training related requirements are achieved.
- ✓ Engages in on-boarding of new employees and contractors into the plant/department.

Je profiel

Wat bieden we

- ✓ Short-Cycle Tertiary Degree (i.e. Associate's Degree) plus manufacturing or other related experience preferred. In lieu of degree, equivalent years of experience required.

Referentie: 2332

Projectfase: Maintenance

Discipline: Administration

Functie: Coördinator

Functie niveau: Senior, Medior

Regio: (NL) Zuid-Holland

Opleiding: MBO/TSO

Ervaring: 3-8 jaar, 8-15 jaar, 15+ jaar

Contracttype: Project

Geplaatst: 22-11-2021

Adviseur: Jack Bron

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