



Elster Electricity

Manufacturing Team Trainer

Primary responsibilities

Position is responsible for leading continuous improvement activities for the manufacturing facility including:

- Formulate, teaching, outline and determine instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Development of various training procedures and programs with manufacturing supervisors, department managers, engineers and operators.
- Classroom and on-the-job instruction through personal delivery, train-the-trainer, or securing external facilitation resources.
- Analyze and improve manufacturing training processes.
- Assist management in establishing training objectives for employees and for lean manufacturing events.
- Prepare for, train, facilitate, implement and sustain the efforts of lean manufacturing teams.
- Insure that employees are effectively trained on all assigned tasks.
- Maintain active roster of all employees in OJT database.
- Yearly certification of all active employees in the OJT database.
- Certification of all employees affected by ISO document revision.
- Review and approve all ISO/OIS document revisions.
- Maintain revision of all ISO/OIS documents and production tool books on manufacturing floor.

Qualifications

Experience in classroom and instructional facilitation. Excellent written and oral communication skills. Experience with ISO standards and procedures preferred. Ability to function independently in a multi-task environment as well as leading and being part of a team. Strong planning and organizational skills. Highly proficient in MS Office. Ability to communicate effectively with all levels of employees. Strong interpersonal skills.

Education

Bachelors degree in Organizational Development or related field with 7+ years in training and learning and development.

To apply for this position

Submit your résumé to Human Resources by mail, fax, or email. Please indicate the position title you are applying for in your cover letter.

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Attach a Word or PDF file and email to raleigh.staffing@us.elster.com