



## Job Description

I. Overall			
<b>Job Title</b>	Training Systems Coordinator	<b>Department</b>	HR
<b>Report to</b>	ODS	<b>Location</b>	Lighting
Type of Position			
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern

II. Detail Description
<b>II-1. General Description</b>
Support to include development, implementation, modification and integration of training systems
<b>II-2. Key Roles and Responsibilities</b>
<ol style="list-style-type: none"> <li>1) Standard Work creation &amp; modification for new &amp; existing processes (All Departments)</li> <li>2) Support role for all IATF/ISO/SL certification auditing</li> <li>3) Design and implementation of video and other media training at key processes</li> <li>4) Develop &amp; implement maintain tracking database to integrate training systems</li> </ol>
<b>II-3. Job Requirements</b>
<b>II-3-1. Work Experience</b>
<ol style="list-style-type: none"> <li>1) At least 1 year working in a manufacturing environment</li> <li>2) Prior experience with standard work procedures and database systems</li> </ol>
<b>II-3-2. Education</b>
<ol style="list-style-type: none"> <li>1) High School diploma or GED required</li> <li>2) Prefer minimum 2 years of University, College, or Vocational (<i>IT or Systems</i>) education</li> </ol>
<b>II-3-3. Knowledge Skills and Abilities</b>
<ol style="list-style-type: none"> <li>1) Good computer knowledge (All Microsoft applications)</li> <li>2) Good understanding of Visual Basics &amp; Web based systems</li> <li>3) Good analytical skills</li> <li>4) Able to collaborate effectively with peers, superiors (communication, leadership)</li> <li>5) Knowledge of IATF/ISO systems</li> <li>6) Knowledge of Oracle/SQL database applications</li> <li>7) Strong knowledge of standard work &amp; key components</li> </ol>

III. Revision History and Signature on File						
Revision	Original	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Written By</b>	Tammy Torbett	Sharita Riggins				
<b>Date</b>	1/15/2019	1/14/2020				
<b>Approved By</b>	C Strange					
<b>Date</b>	1/15/2019					