

HR Training Specialist - Manufacturing - Sumter, SC Plant

Ihre Aufgaben

YOUR TASKS

We are seeking an experienced Training Specialist to lead and manage our training initiatives for hourly, non-exempt and exempt employees. In this role, you will oversee hourly trainers, develop effective training programs, and ensure that all employees are equipped with the skills needed to succeed. You will collaborate closely with department managers and the Lead Talent Development Manager to align training with business objectives, foster growth, and improve retention.

HOW WILL YOU MAKE AN IMPACT

- Assess training needs for hourly and non-exempt employees, planning and developing materials to support training and retention goals.
- Supervise and assign tasks to trainers, ensuring they are competent and fully equipped to support the development of the workforce.
- Evaluate the effectiveness of training programs, providing feedback and implementing improvements.
- Mentor and provide direct support to trainers or arrange additional training to enhance their capabilities.
- Administer time and attendance policies for trainers, ensuring compliance with company standards.
- Oversee performance evaluations for hourly employees, facilitating a smooth feedback process.
- Act as the Learning Management System (LMS) administrator, developing and implementing innovative training solutions.
- Collaborate with the Lead Talent Development Manager to ensure that shop floor development plans align with overall plant performance objectives.
- Coordinate onboarding processes for new hires and employees transitioning into new roles.
- Conduct needs assessments and design training programs to improve hourly and non-exempt employees' job performance.
- Develop lesson plans, incorporating diverse instructional methods and materials for classroom or group training sessions.
- Partner with area managers to ensure competency-based training is completed, maintaining accurate training records.
- Utilize Microsoft Office Suite (Excel, PowerPoint, Word) and LMS to create and manage training content.
- Apply problem-solving skills and adapt your schedule as needed to meet departmental demands.
- Leverage your technical knowledge of equipment and production processes to ensure relevant and effective training.
- Promote Environmental, Safety, and Health (ESH) responsibilities, modeling exemplary behavior and encouraging others to follow suit.
- Perform additional duties as assigned.



Job ID
REF97073J

Arbeitsbereich
Personalwesen

Standort
Sumter

Leadership Level
Leading People

Job Flexibilität
Onsite Job

Arbeitszeit
Vollzeit

Gehaltsinformation
**68.000 USD - 72.000 USD pro
Jahr brutto**

Rechtliche Einheit
**Continental Tire the Americas,
LLC**

Ihr Profil

Basic Qualifications:

- Bachelor's Degree in a related field
- 2+ years of experience in a training or mentoring position in manufacturing.
- 2+ years of leadership experience in manufacturing
- Legal authorization to work in the U.S. (**no visa sponsorship available**)

Preferred Qualifications:

- At least 2 years of experience as a primary trainer within the last decade in manufacturing.
- Experience with LMS administration and content creation in manufacturing..

NOTE: May not be inclusive of all work required and may be updated as needed.

THE ENVIRONMENT

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes safety wear such as steel toes, hearing protection and eye protection where required.
- The job is within a non-climate-controlled environment where you will be exposed to temperature swings (hot/cold), forklift and pedestrian traffic, and noise
- The role involves various physical tasks, including lifting and operating machinery, with comprehensive training provided
- Must be able to stand for long periods, frequently stoop, twist, bend, walk long distances, climb stairs/ladders, and lift 50 or more pounds occasionally.

Unser Angebot

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for

the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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Über uns

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