

Job Title: Training Specialist ** Please refer to Job Title when applying.

Job Location: Holaday Circuits Inc.
11126 Bren Road West
Minnetonka, MN 55343

How to Apply: **Mail:** Megan Theis
11126 Bren Road West
Minnetonka, MN 55343
In Person: Holaday Circuits Inc.
11126 Bren Road West
Minnetonka, MN 55343

Phone: Megan Theis
(952)933-3303

Email: megant@holaday.com
Website: www.holaday.com

Training Schedule: Monday – Friday Regular Business Hours

SCHEDULE ONCE TRAINED: Varies

Hours per Week: 40

Salary Offered: Unspecified

Benefits: 401(k), Dental Insurance, Health Insurance, Holidays, Vacation

Drug Testing Required: Yes

Education Required: High School Diploma/GED

Experience Required: None

Job Description:

Holaday Circuits, Inc, a circuit board manufacturing company located in Minnetonka, is looking for a Trainer to work a flexible schedule and work with all levels of the company to ensure training is done in a timely and effective manner.

Job Duties:

- Foster the development and growth of Holaday employees (i.e., mentoring, training, etc.).
- Create and implement training programs for associates, managers, trainers and others (i.e., participating in and conducting needs analysis, skills development classes, cross-training, etc.).
- Facilitate orientation and training classes; communicate policies and procedures to managers and new employees as needed.
- Ensure that training is tracked and recorded, including progress and skill sets.
- Create, manage and update training content as needed
- Administer methods for gathering and tracking training metrics.
- Identifying training needs, determining resources, and developing an annual training plan for the entire workforce with the help of our management team
- Develop and train the trainers to assure consistent standards are used during the training process
- Assist in the design and delivery of training programs for operations. This position will also include delivering instructor led training classes for new hires, new skills (cross-training), and refreshers as necessary. The Trainer will also assist in the development of training materials including surveys, quizzes, and Job Aids.

Qualifications:

- Must be willing to train and coordinate training activities on multiple shifts as needed
- Must have a positive attitude
- Ability to coach and mentor peers
- Work well with minimal supervision
- Must have good organizational skills
- Experience delivering training/information to peers, hourly associates, and senior management.
- Experience interpreting data analytics
- Proficiency in computer usage, email, MS Office Suite
- Experience working with hourly employees, as well as exempt personnel.
- Attention to detail
- Ability to read and interpret prints and documented processes and equipment instructions
- Ability to work in chemical environments and with chemicals