

The Organization

Carte International Inc. is a Winnipeg company and a major manufacturer and supplier of high-quality transformers to the Canadian and USA markets. Providing excellent customer service, and the overall excellence of our dedicated team is one of the major reasons for Carte's success.

The Opportunity

The Industrial Training and Development Coordinator is responsible for the design, development, and delivery of learning solutions and programs. As a key member of the Human Resources Team, you will provide development opportunities for all employees while fostering continuous learning within a unionized manufacturing environment. Central to the role is the success and development of others and experience in designing and delivering training to adult learners in an industrial/manufacturing environment.

Key Responsibilities

- Identify learning needs to ensure the success of the organization's strategic and operational plans.
- Research, design, develop, implement, and evaluate programs and initiatives including plans and methodology.
- Maintain standardized, comprehensive training and development programs.
- Develop and effectively communicate a learning strategy for the organization and provide an annual learning plan that supports this strategy.
- Consult with and support all departments to identify, plan, and implement training and development requirements as determined by the performance needs of the organization.
- Identify and evaluate ESL levels with Carte employees and make recommendations for improvement.
- Coordinate job shadowing, equipment demos, and hands-on training to improve knowledge and skill levels.
- Develop, implement, train, and evaluate training that is engaging, supports internal learning, and is appropriate to measure learner competence.
- Facilitate the delivery of training inclusive of self-paced learning, in-class, and on-the-job training as required.
- Provide competency training on general workplace standards, processes, and tools.
- Manage course development and delivery of training in collaboration with employees and external providers.
- Promote a culture of quality, health and safety, and environmental excellence at Carte.
- Encompass Lean Principles/Practices and Continuous Improvement Methodologies.

Selection Criteria

- Bachelor's degree in education (adult education preferred), social sciences, or relevant field.
- Five (5) years experience in an operational role plus two (2) years experience, building, maintaining, and executing training systems within a manufacturing industry focusing on adult learning.
- Experience in Train the Trainer, Training Within Industry, (TWI) ESL instruction, and blueprint reading an asset.
- Extensive knowledge of instructional design theory and learning principles and familiarity with traditional and modern training methods, tools, and techniques.
- Strong planning and organizational skills, and skilled in MS Office for managing course material.
- Previous experience providing training delivery in a unionized environment would be an asset.
- Prior experience in curriculum development is considered an asset.
- Lean Manufacturing Training is an asset.

To apply, send a resume & cover letter to chiamaka@harrisleadership.com quoting project #24120.

Carte is proud to be an equal-opportunity employer with a long-serving workforce that includes diverse cultural backgrounds and encourages resumes from all qualified individuals.