

## TRAINING COORDINATOR IN CARLISLE, PA

RECRUITING INDIVIDUALS WITH ABOVE-AVERAGE INTERPERSONAL SKILLS, KNOWLEDGE OF LOGISTICS ENVIRONMENT, AND PROFICIENCY WITH MICROSOFT OFFICE TO SUPPORT, COORDINATE, AND CONDUCT TRAINING ACTIVITIES FOR NEW HIRES AND SAFETY PROGRAMS.

### ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at [www.benderconsult.com](http://www.benderconsult.com).

### HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit [www.benderconsult.com/careers/submit-resume](http://www.benderconsult.com/careers/submit-resume) and complete the electronic form.

### POSITION DESCRIPTION:

- Provide input on processes from a quality perspective, and aid in implementing new processes.
- Monitor, track, and document the cross-training and training matrix.
- Coordinate, provide, and follow up training for employees following the company's training process.
- Actively coach the organization concerning training effectiveness with tools and reports.
- Use a hands-on approach to maintain a LEAN culture within the organization.
- Support the Trainer Supervisor and Quality Manager in maintaining quality systems.
- Support and implement safety training and programs.
- Generate, interpret, analyze, and communicate results using management tools, graphs, and reports.
- Coordinate training activities for new hires, including cross-training and training as a result of corrective actions.
- Coordinate and conduct training in the training cell and hands-on live environment, including documentation required for conducting and recording the training.
- Maintain the training cell environment, including recommending improvements and organizing training based on 5S principles.
- Perform other related duties as assigned.

### QUALIFICATIONS:

- High school diploma required; college degree preferred.
- 3-5 years of work experience in a returns or logistics environment, working in a quality or training capacity.
- Able to work with frequent distractions.
- Excellent trainer, administrative, and organizational skills.
- Proficiency on computers and Microsoft Office products.
- Above average interpersonal, organizational, and communication skills, both written and oral, to handle a wide range of internal and external customers at all levels.
- Ability to communicate and work with company team members.
- Strong analytical skills and technical savvy.
- Able to perform repetitive duties and detail work accurately.