



The Nautique Boat Company has an immediate opening on our Human Resources Training Team.

Nautique Boat Company is a leader in the ski and wakeboard boating industry. We are looking for a highly motivated Training Coordinator to be part of our company's Human Resources team that serves 550 manufacturing team members in East Orlando.

## **Training Coordinator**

### **PURPOSE OF THE POSITION:**

Responsible to the HR Director/Manager for planning, coordinating and conducting employee training, educational and development programs; conducting general and specialized training sessions; performing a variety of professional training activities including writing training materials, and maintaining manufacturing training program.

Provides training support to the employees of the Nautique Boat Company. A key team member in the success of a team oriented Human Resources department to help in a collaborative manner achieve our strategic goals while exhibiting the Nautique identity pyramid values.

### **POSITION DESCRIPTION**

We are looking for a fun loving, Training Expert for our team! The ideal candidate is a self-starter who loves to work with employees and enjoys working as a change agent within our company. With your stellar organizational skills, you will represent the Nautique team as we develop new and revised training program to help us as we grow. The qualified candidate will have a bachelor's degree in HR or Business Admin or equivalent combination of experience and education. You must have a minimum 5 years of Training experience. The ideal candidate must have stellar communication and writing skills and must be kind, empathetic, organized, a multi-tasker and have a keen awareness about the importance of fair judgment and confidentiality. You will also need experience creating reports from multiple systems.

### **KEY RESPONSIBILITIES**

- Plans, coordinates and conducts general and specialized employee training, educational and development programs.
- Confers with management to gain knowledge and identify work situations requiring preventive or remedial training for employees.
- Organizes and develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids and other educational materials.
- Tests trainees to measure learning and to evaluate effectiveness of training presentations and programs.
- Maintains and develops training database systems.

- Identify and assess training needs within a company.
- Train employees for specific jobs.
- Develop, organize, conduct and evaluate training programs.
- Create teaching materials.
- Direct structured learning experiences.
- Hold meetings and presentations on learning material.
- Plan, organize, and implement a range of training activities.
- Train new hires as well as veteran employees.
- Help employees improve upon or enhance existing skills.
- Develop programs that groom lower-level employees for executive positions.
- Evaluate training effectiveness.
- Communicates with other supervisors or managers as needed to coordinate activities of respective departments or areas.
- Actively participates with the entire Nautique Team to support strategic plans and implement initiatives.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- Bachelor's Degree in Human Resources, Business Administration, or equivalent combination of education and experience
- Minimum of 2 Training experience in a manufacturing or construction environment required.
- Proficiency in Microsoft Office products required.
- Bi-lingual in Spanish preferred.
- Detail-oriented, organized, and able to multi-task and adapt to rapidly changing demands and priorities.
- Must exhibit excellent communication written and verbal skills.

Job Type: Full-time

We offer attractive, competitive benefits including: medical, dental, vision, life, STD, LTD, paid vacation and personal days, education assistance and a 401K plan.

Qualified Applicants can apply at [www.nautique.com/careers](http://www.nautique.com/careers), by email at [hrapp@nautique.com](mailto:hrapp@nautique.com) or in person M-F 8-4 at 14700 Aerospace Pkwy. Orlando, 32832.

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