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# Example of Career Coach Job Description

Our company is looking for a career coach. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for career coach

* Assist with the Financial Assistance for Noncredit Training (FANTIC) program and WCG applications so that students are appropriately enrolled
* Present information to community groups, businesses, job fairs, conferences, professional development events, workshops, , about WCG and workforce programming
* Provides focused daily support and coaching at the Worthington facilities to ensure the adoption and implementation of improvement ideas into the daily operations and culture, preventing regression back to prior methods and beliefs
* Teaches managers to “go to the gemba” and mentors them on how to conduct effective gemba walks with employees
* Supports the management team in defining and using visual management
* Coaches people leaders at various levels within the site on skills required to lead in a participative, team-oriented culture
* Serves as a valued mentor and coach for the plant leadership teams Develops a relationship of trust, confidence, credibility, and commitment to the transformation process
* Work with Plant Transformation Manager and BU Transformation team to build and maintain an aggressive plant transformation plan through the VSA process
* Perform periodic Transformation 2.0 Assessments within launched facilities to monitor progress and develop improvement plans
* Assist students interested or enrolled in noncredit workforce training with career and educational planning services, program admissions, financial aid, successful training and credential completion

## Qualifications for career coach

* Develops the Springfield News-Leader’s brand reputation as the premier sources for sports news and entertainment in the Ozarks
* Microsoft Office ( PowerPoint , Excel , Word ) Packages Simulation (Arena or GPSS or Pro -model or Flexsim , etc )
* Bachelor Degree in Industrial Engineering or related discipline preferred, with experienced working history and Electronic Manufacturing Services engineering background
* Bachelor’s degree in manufacturing or engineering related field
* 5 years of experience in a manufacturing environment with a successful track record in Lean operations, business and manufacturing processes
* Lean manufacturing experience (Continuous Flow, Heijunka, Problem Solving)