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# Example of Training Center Job Description

Our innovative and growing company is searching for experienced candidates for the position of training center. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for training center

* Provides coaching, facilitates discussions and makes recommendations for non-exempt associates’ and D/C Supervisors’ developmental needs
* Assesses training and developmental needs
* Consults with coach trainers, D/C Supervisors and associates on the floor to follow up on operational issues, such as work methods, productivity and new hire follow-up
* Administers safety training for the Distribution Center to maintain safety programs that meet OSHA and Company guidelines
* Ensures all D/C Supervisor and non-exempt associate training programs are conducted on a timely basis
* Partners with Home Office Learning and Development to modify, design and develop training programs and materials
* Ensures that all training programs are conducted on a timely basis, and provides follow up to maintain quality and consistency within the company’s training processes
* Provides the Training Manager with technical and non-technical training support for the distribution center management team
* Provides coaching, facilitates discussions, and makes recommendations for management team development needs
* Design and deliver end-user training programs in support of core Contact Center systems

## Qualifications for training center

* Maintenance of equipment and training devices held in the Volkswagen Academy
* Research and source potential vendors for the purchase and update of training devices
* Cooperate and collaborate with Lean Center team members to advance the training competence of the group
* 4 year degree or comparable work experience
* 2 years in a lean production/manufacturing environment
* Experience with innovative methods and production systems in an automotive manufacturing