



# Example of Production Trainer Job Description

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Our company is growing rapidly and is looking for a production trainer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production trainer

- Remain with new hires until they are fully capable in their positions and are proficient enough to be permanent employees (i.e., "earn their white hats")
- Assist Human Resource with perspective and new employee tours
- Attend weekly meetings with a supervisor in order to stay current with departmental updates and issues
- Coordinate and manage the new employee training program, including all details on core job tasks to be trained on, schedule, coordination of materials and paperwork for practice assemblies, and documentation of learning as needed within the electronic learning management system
- Deliver feedback to new employees and help prepare them for the production floor
- Provide final recommendation on whether to graduate, re-train, or exit employees
- Coordinate refresher training classes as needed
- Coordinate and communicate with Training Team, Production Supervisors, and Randstad
- Coordinate Train the Trainer sessions with Training Champions on the production floor, using learning models and theory
- Maintain standard operating procedures, forms, job training aids, and training records as needed for all training sessions executed

## Qualifications for production trainer

- Training experience within a manufacturing environment is preferred

- Expertise for the Technical / Equipment / Machinery in Thermoforming, Vapor Max, Visi Zoom, or Emax
- Minimum of 2 years experience as PMO with demonstrated skills and proficiency in Thermoforming, Vapor Max, Visi Zoom, or Emax
- Experience in delivering classroom and on-the-job training preferred
- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint, a plus