



<b>Job Title:</b>	Training Coordinator
<b>Location:</b>	Panama City, FL
<b>Employment Status:</b>	Full-time Exempt
<b>Reports To:</b>	Plant Training Manager – Panama City, FL
<b>Travel (%):</b>	0%

<p><b><u>Major Roles &amp; Responsibilities</u></b></p>	<p>Kraton Corporation is looking to hire a new member of our chemicals team. This role has training and development responsibilities for the Panama City Manufacturing Plant and serves as an internal consultant with the plant's HR leadership, department operation managers, shift supervisors, unit engineers, and lead team members. The individual performing this role coordinates and manages the plant-wide hourly training program to include the administration, development, evaluation, and tracking of employee credentials and qualifications status.</p> <p><b><u>Major Roles &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Develops and implements annual review program for standard operating procedures. Procedures will be reviewed, updated, and changes documented as necessary to maintain accuracy.</li> <li>• Develops and implements program to review consistency of equipment names and identifications across P&amp;ID's, maintenance files, process safety information tables and standard operating procedures.</li> <li>• Develops and coordinates program to label/tag valves and equipment with permanent field labelling to match P&amp;ID's and standard operating procedures.</li> <li>• Coordinates and manages the job qualification and certification programs for all levels of the plant's hourly workforce to include on-the-job training / in-field demonstrations, skills assessments and training, classroom based training, and computer-based training (CBT).</li> <li>• Coordinates the development of training content and testing materials to determine employee knowledge, skills, and abilities against position qualifications and performance expectations.</li> <li>• Tracks employee progress and qualification status in the training program.</li> <li>• Oversees the development of new training programs and components and may introduce new learning processes where needed.</li> <li>• Assist Technical Manager to develop the annual budget for the hourly training program within stated guidelines and organizational parameters.</li> <li>• Provides leadership for the development of our internal educational facilities and technology needed to meet the skills and qualification needs of the hourly workforce (including, but not limited to facilitator led, web based and distance learning).</li> <li>• Maintains current knowledge of the latest and most effective learning systems, programs, techniques and technology.</li> <li>• May evaluate and / or oversee contractors or vendors of training support services.</li> <li>• May perform other training-related or administrative tasks as needed.</li> </ul> <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<p><b><u>Skills and Experience</u></b></p>	<p><i>Required</i></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Occupational/Career &amp; Technical Education, Chemical Engineering or related field of study</li> <li>• 2 years of relevant work experience in chemical manufacturing or industrial service-based work environment</li> <li>• Working knowledge of operator training program implementation principles and practices</li> <li>• Must demonstrate effective business communication skills (oral, written and instructional) and ability to work with personnel at all levels of the organization.</li> <li>• Able to organize and prioritize work and meet deadlines.</li> </ul> <p><i>Preferred</i></p> <ul style="list-style-type: none"> <li>• Master's degree I Instructional Design, Training &amp; Development, Technical Training or related field of study.</li> </ul>
<p><b><u>How to Apply</u></b></p>	<p>Submit your resume to <a href="mailto:jobs@kraton.com">jobs@kraton.com</a></p>