



Job Title:	Training Coordinator
Location:	Savannah, GA
Employment Status:	Full Time
Reports To:	Technical Manager
Travel (%):	< 5 %

Major Roles & Responsibilities

Kraton is looking to hire a new member of our Operations team. The Training Coordinator will guide the safety and effectiveness of personnel by ensuring excellence in knowledge and transfer of knowledge of our processes and plant practices. The Training Coordinator must be able to understand complex and technical subjects and transform the information into digestible knowledge for a target audience.

Major Roles & Responsibilities:

- Designs and manages the technical training 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).
- Assess the plant's learning and development needs and creates training programs and interventions to address needs, aligning those initiatives with stated organizational strategies in collaboration with other areas such as Human Resources, Finance, EHS, and Quality.
- Develops training content and testing materials to determine employee knowledge, skills, and abilities against position qualifications and performance expectations.
- Tracks employee progress and qualification status in the training program.
- Continuously monitor and identify plant talent requirements by conducting needs analysis, monitoring of the new talent pipeline and current staff for depth of bench strength and creates and executes plans to address identified gaps.
- Oversees the development of new training programs and components and may introduce new learning processes where needed.
- Creates a structure and methodology for measuring the priorities for department services and the impact and effectiveness of programs, adjusting offerings accordingly to assure optimal outcomes and quality of the programs delivered.
- Assist Technical Manager to develop the annual budget for the hourly training program within stated guidelines and organizational parameters.
- Implements change management skills/processes and techniques to assure that major projects and organizational changes are introduced properly and managed for success; and creates appropriate communication strategies with our internal communication staff to assure effective communication of the change
- 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).
- Develop partnerships with appropriate external learning partners like community colleges, career and vocational schools, local school districts, federal and state agencies and apprenticeship programs, and other businesses.
- Maintains current knowledge of the latest and most effective learning systems, programs, techniques and technology.
- May evaluate and / or oversee contractors or vendors of training support services.
- Assist department managers, supervisors, and unit engineers with drafting and measuring department training action items and resource needs, performance improvement plans, and other corrective action assignments.
- May perform other training-related or administrative tasks as safely assigned and needed.

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.

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.

Skills and Experience

- Bachelor's degree in Occupational / Career & Technical Education, Chemical Engineering or related field of study.
- Master's degree in Instructional Design, Training & Development, Technical Training, or related field of study preferred
- .2+ years of relevant work experience.
- Preference will be given to chemical manufacturing or other manufacturing or service-based work experience.
- Working knowledge of adult learning principles and practices, instructional design and learning technologies, organizational development principles and practices, and operations and production management concepts in manufacturing settings.
- Must demonstrate effective business communication skills (oral, written and instructional) and ability to work with personnel at all levels of the organization.
- Able to organize and prioritize work and meet deadlines.

How to Apply

Submit your resume to jobs@kraton.com

KRATON™