



Lead the category

KATEK Canada Inc. is a fast-growing electronic contract manufacturing company meeting the demands of the high-tech original equipment manufacturing industry. We are actively looking to fill the following position: **Training Coordinator**

Reporting to the Director of Human Resources, the successful candidate will use effective communication, tact and diplomacy while continuously pushing for the best results. This key member of the Human Resources Team will have overall responsibility for planning, organizing, coordinating and often delivering the training required to maintain a functional workforce.

Responsibilities generally include:

- Plans, organizes and coordinates training throughout the organization with a Lean Structure approach
- Participates and conducts company training programs, in area of expertise
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- Assists Managers in identifying skill gaps and makes recommendations
- Maintains database for all training to ensure we meet ISO requirements
- Designs, develops and delivers new employee orientation programs – full-cycle of onboarding new hires
- Designs, develops and delivers yearly training, Legislative and ISO required
- Develops training packages with the help of SME's (subject matter experts)
- Responsible for coordinating on-the-job training
- Supports and participates in all aspects of the recruitment process
- Conducts pre-job assessments & testing
- Ability to multi-task in a fast paced environment

Skills/Qualifications/Education:

- Must be a Canadian Citizen
- Must be able to pass security level clearance to become the Designated Official for Controlled Goods of Canada & Transport Canada (Level 3 Security Clearance)
- Must have a post-secondary diploma in Human Resources or in Education (EA)
- Technical writing and Project Management experience is an asset
- Strong self-motivation and goal setting with minimal input.
- Strong documenting and communications skills
- Excellent written and verbal communication skills are required and must be proficient at organizing information in spreadsheet form
- Excellent organizational skills and ability to multi-task and handle multiple projects at a time
- Advanced skills in Excel (including Macros, pivot tables, PowerPoint), basic skills in other Microsoft Office programs, including e-mail and Word
- Able to work with a high level of accuracy
- Professional attitude and demeanor;
- Problem-solving and prioritization skills
- A demonstrated high level of initiative, attention to detail and accuracy
- Must be flexible for hours to accommodate all 3 shifts

Interested candidates should forward both cover letter and resume to:

Paula Fontaine, CHRP
Director of Human Resources
2880 Marleau Avenue
Cornwall, Ontario K6H 6B5

Send resumes to....
careers.kcacor@katek-group.com

We are an equal opportunity employer. We thank all applicants for their interest, but only those under consideration will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, KATEK is pleased to accommodate individual needs of applicants with disabilities within the recruitment and selection process. Please call 613-937-4462 or email receptionist@katek-group.com if you require an accommodation to ensure your equal participation in the recruitment and selection process.