

New Boston

## Training Coordinator

As a successful family-owned company on a path to global growth, the Brose Group offers challenging responsibilities and exciting career opportunities to performance-driven, skilled specialists with solid professional knowledge and proven career expertise who wish to contribute to our company's success.

### Training Coordinator

- Formulates training policies, programs, and schedules, based on knowledge of identified training needs, company production processes, business systems, or changes in products, procedures, or services
- Selects appropriate instructional procedures or methods such as individual training, group instruction, self study, lectures, demonstrations, simulation exercises, role play, and computer-based training
- Coordinates established training courses with technical and professional courses offered by community schools and universities
- Researches and selects outside consultants and trainers to conduct training in specific topics
- Evaluates technical training packages, including outline, text, and handouts written by instructors
- Screens, tests, counsels, and recommends employees for participation in internal or external educational and training programs
- Schedules classes, based on availability of classrooms, equipment, and instructors
- Organizes and procures or develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials
- Conducts needs analysis studies and confers with managers and supervisors to determine training needs
- Compiles data and analyzes past and current year training requirements to prepare budgets and justify funds requested. Monitors budget to ensure that training costs do not exceed allocated funds
- Maintains records and prepares statistical reports to evaluate performance of instructors and monitor progress of trainees; Maintains and updates employee training records

### Your Profile

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience
- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments

Brose is the world's fourth-largest family-owned automotive supplier. Our mechatronic systems for doors, seats or electric motors and drives can be found in every second new vehicle around the world today.

Over 80 manufacturers and 40 suppliers rely on our efficiency and performance. About 26,000 employees at 62 locations in 23 countries guarantee quality and innovation.

Brose North America, Inc.  
3933 Automation Avenue  
Auburn Hills, MI 48326

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan

Brose offers a high-tech work environment and a wide range of benefits. Along with competitive performance-based compensation and health insurance, our employees also benefit from attractive social and family-oriented programs throughout our North American locations\*. Our benefits packages include comprehensive medical, insurance and retirement plans. Brose also provides educational assistance and a variety of community outreach, family, and sporting events. Flexible working hours and a collaborative work environment give our employees the freedom to balance work and personal life. Brose believes in investing in people. We offer a wide range of development programs with great opportunity for individual growth through training, international or regional assignments and tailored career paths. Our objective is to provide our employees the tools necessary to live a balanced life, experience a rewarding work environment and contribute to our surrounding communities.

\*Benefits package may vary slightly per location