

NORTECH SYSTEMS, INC. – BEMIDJI

TRAINING COORDINATOR

We are seeking a dynamic, results-oriented professional to join the Nortech team as a Training Coordinator. This position is responsible for general employee training including production new hire training and orientation, ISO and ESD training, and other training as necessary.

- Research content by working with subject matter experts, end users, management and other resources to identify key deliverables.
- Update and refine training materials based on process changes, new information or feedback.
- Assist in creating training materials that may include Power Point, Facilitator Guides and Materials, or other written or visual delivery methods.
- Track the effectiveness and value of training continually update training as required.
- Set up/maintain a training records system for employment and ISO purposes.

If you have previous training experience, preferably in a manufacturing environment, and 2-4 years of formal education beyond high school, preferably in Education, Psychology, or a Business course of study, please submit a cover letter, resume and salary requirements to dbonner@nortechsys.com , or fax to 218-333-0223.

Nortech Systems, Inc. is an Equal Employment Opportunity Employer