



HR Training Coordinator

Role and responsibilities:

- Develop and update training procedures for all employee categories.
- Create and revise training process forms.
- Coordinate the training team and manage their tasks.
- Evaluate the training team's performance.
- Maintain records of bonuses for the training team based on specified criteria.
- Integrate training procedures with technical documentation across all departments.
- Collaborate with management to create and monitor departmental training plans.
- Centralize the factory's training needs into an annual plan and ensure its execution.
- Oversee training administration and update employee training files.
- Conduct training sessions.
- Monitor and update all Learning & Development processes.
- Prepare reports on training implementation and effectiveness.
- Support the polyvalence process for job roles.
- Perform additional job-related responsibilities as assigned by the supervisor.
- Ensure compliance with labor laws and company recruitment and selection procedures.

Technical Skills & Qualifications:

- University education.
- Good level of English.
- Few years of experience in Learning & Development area.
- Preferred automotive experience.
- Effective communication skills.
- Innovative and proactive personality.
- Proficiency in MS Office.

Please submit your CV to the following link: [HR Training Coordinator Job Details | Lear Corporation](#) no later than 17 June 2025.