

Johnson Electric Group is the definitive leader in micromotors, motion subsystems and actuators for automotive and industrial applications. Our motion solutions adjust car seats and headlamps, run vacuum cleaners and power drills as well as 300 other applications worldwide. We are the safe choice for our clients.

For our manufacturing site based in Niš, Serbia we are looking for a

Trainee Program Coordinator

Job description

Trainee Program Coordinator is responsible for creating, implementing, improving high quality learning and training content, including professional skills and various learning programs for all High school and University students that Johnson Electric d.o.o. cooperates with.

This role focuses on strong cooperation with local schools and Universities, needs assessment, coordination and the delivery of training/practice programs and contents in order to grow desired knowledge and skills for JE scholars and participants of student training programs.

Your Responsibilities

- Coordinates all activities in accordance with the program for each year
- Cooperates with all relevant departments and all management levels, as well as external stakeholders
- Responsible for preparing the Trainees plan which should sustain School curriculum but also JE needs and technology
- Monitors and manages the daily activities in accordance with program and taking care of proper realization
- Creating an Annual program for each year of study
- Design and develop and improve guides, exercises, tutorials, assessments as needed
- Taking care of students attendance lists and time keeping data, ensure the necessary equipment is available
- Develops targets and metrics to measure the success of training programs and provides suggestions for improvement.

Your Profile

- BSc or MSc degree in Mechanical or Electrical Engineering / Technology Faculty with strong technical skills
- Three years of relevant experience in similar jobs and/or appropriate engineering experience in production companies
- General knowledge and understanding of learning theories, facilitation and training skills
- Proficient communication, presentation and mentoring skills
- Analytical thinking, accuracy and structured approach, pro-active and strategic mindset
- Good technical English language skills: spoken and written
- Advanced MS Office user
- Highly responsible, with excellent organizational and time management skills

What we offer

- International and dynamic working environment
- High autonomy in work
- High impact on future company growth

If you are interested for this position, please apply via Johnson Electric Job Portal:

<https://workable.com/j/B502FA5F37>