



TRAINING COORDINATOR f/m

Location: Canada

At Diamond Aircraft, we combine attention to detail with cutting-edge technology and pioneering innovation. Our dedication to the quality of our engineering and workmanship makes our aircraft the safest in their class. Our global team of experts not only looks back with pride on a long tradition of aircraft design but also looks forward, facing the challenges of tomorrow.

RESPONSIBILITIES

- › Develop and manage the training program and procedures
- › Provide training (where appropriate) to all company staff including Company orientation training
- › Evaluate and amend sub-processes, procedures and work instructions
- › Coordinate with outside service providers where appropriate to use external training resources and develop specific Company training programs
- › Monitor and track industry and government developments regarding training standards and requirements
- › Develop internal training staff
- › Track and coordinate the delivery of training programs
- › Work with management to develop training plans and courses
- › Monitor and track government staffing and training programs to leverage grants and loans
- › Oversee the control of documents and records
- › Provide assistance to the Manager on projects planning, budget etc.
- › Other related duties as needed

REQUIRED SKILLS & EXPERIENCE

- › Related Post Secondary education.
- › Minimum 5 years experience in Aviation
- › Experience in providing instruction, teaching or other experience related to the responsibilities
- › Experience in developing and managing training programs
- › Proficient in developing plans both independent and system integrated
- › Ability to produce clear and comprehensive written procedures and reports.
- › Proficiency in the use of MS Office, Visio, MS Project, databases and Internet along with the ability to learn other application software packages.
- › Proactive thinker and creative.
- › Ability to work under minimal supervision
- › Must be a team player and a person with initiative, strong sense of responsibility & good judgment
- › Must be highly adaptable to effectively deal with changes
- › Excellent verbal and written communication skills

BENEFICIAL EXPERIENCE

- › Experience working with Provincial and Federal government assistance programs related to training
- › Pilot and or AME license
- › Experience in Composite Manufacturing
- › Experience in Aviation Manufacturing

WE OFFER

- › An opportunity to work at one of the leading general aviation companies
- › The possibility to work with well trained, conscientious individuals who thrive on challenge and accomplishment
- › A competitive annual salary
- › Comprehensive benefits

WE SHARE A COMMON VISION, A COMMON DREAM AND A
COMMON DESTINATION – ARE YOU READY TO COME ABOARD?

APPLY NOW

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