

**Job Title:** Learning and Development Manager - Manufacturing

**Job Summary:** This position, located in Spartanburg, SC, is an ideal opportunity for someone looking to develop a solid foundation for a career in Talent Management, with a focus on Training and Leadership Development. This person is responsible for assisting with developing and implementing a variety of corporate and manufacturing learning and development programs. This hands-on role will provide an opportunity to showcase a strong attention to detail, adept training and facilitation skills, project management aptitude, and a desire to learn.

**Key Responsibilities:**

- Facilitate in-person classroom workshops on topics that may include management fundamentals, interviewing techniques, new supervisor skills, Lean Six Sigma, safety, manufacturing performance management, etc.
- Maintain existing training content and partner with Milliken corporate and/or manufacturing leadership to identify new training needs. Develop curriculum based on those needs.
- Research trends and benchmark industry best practices to source and develop innovative training solutions and content
- Participate in the implementation and ongoing management of a variety of leadership programs, such as succession planning, recognition programs, talent acquisition initiatives, and training workshops
- Create and maintain project plans, designing accountabilities for key team members and stakeholders to align resources
- Coordinate feedback on delivered training and apply those results to improving the overall value of learning initiatives
- Manage vendor and associated budgets for learning and development initiatives

**Qualifications - Required:**

- Bachelor's Degree
- Intermediate MS Word, Excel and PowerPoint skills
- 5 plus years' experience in adult learning, training, facilitating, leadership development, human resources or talent management
- Knowledge of adult learning methodologies and experience with developing training content, curricula, job aids, reference materials, assessments, etc.
- Strong communication skills, both one-on-one and in groups; ability to confidently present and facilitate information in front of an audience
- Learning agility – able to rapidly study, analyze and understand new challenges
- Strong attention to detail and self-initiative /sense of urgency, personal accountability, and follow through
- Demonstrated ability to manage timelines, progress, and deliverables
- A positive attitude and ability to collaborate and work effectively and efficiently with cross-functional teams

**Qualifications - Preferred:**

- Prefer a degree in Human Resources, Education, Business, Communications, or related field
- Advanced MS Word, Excel and/or PowerPoint skills
- Experience in or working with a manufacturing environment
- Experience with a virtual instructor-led training platform, such as WebEx, Adobe Connect, etc.