



Learning and Development Coordinator

The basic function of this position is to support Human Resources in a manner that aligns with Procon, Inc's values and goals.

This position reports to the Director of HR.

All authority is given from the Director of HR to perform the necessary duties and responsibilities of this position.

This position requires a valid driver's license with a good driving record and the ability to safely drive company vehicles.

This position requires excellent organizational and computer skills with proficiency in Google Docs, Sheets, Gmail, Microsoft Office.

This position is typically in an office environment with low to moderate noise and needful office equipment. This position at times will be an intense position with a high level of stress. This job will require a high degree of common sense and logical thought processes to confront the situations that will arise on a regular basis, and the ability to meet strict deadlines.

The physical demands will be sitting long periods of time on a regular basis and occasionally stooping, kneeling, bending, and crouching. This job will require a full range of body movements including but not limited to, the use of hands, feet, arms, and legs; the ability to push, pull, and lift. Excellent eyesight, with or without correction, is necessary.

Work will be conducted under various weather conditions, as this is primarily an office job

On a regular basis there will a possible exposure to the following:

1. Fluorescent lighting
2. Computer monitors
3. Paper, pens, staplers, scissors, and other misc office supplies

Visits to job sites may be required. During these visits, there will be possible exposure to normal construction related hazards and equipment.

The ability to speak English and Spanish is preferred. Knowledge of the construction industry is required, construction related experience is preferred.

Essential Functions:

1. Record and track safety training completed and outstanding
 1. Communicate effectively with Safety team
2. Record and track ongoing training completed and outstanding
 1. Communicate effectively with various Supervisors
3. Record and track specific education opportunities identified by supervisors
4. Identify and coordinate the use of outside training resources as may be applicable to company needs
5. Coordinate training space and events
6. Assist with improvement of company education resources
7. Assist with Career fairs
8. Assist with new hire orientation
9. Assist with planning employee appreciation events



Additional Responsibilities:

1. All other duties required by the President or your Supervisor
2. Follow all policies and procedures as set forth in the Employee Handbook and Corporate Safety Program.
3. Conduct business in alignment with company Vision/Mission/Values.

This job description has been reviewed with me; I understand and agree to the requirements and responsibilities

Printed Name: _____

Signature: _____

Procon is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.