



ADF International
Structural Steel, Bridges, and Industrial Works
1900 Great Bear Avenue
Great Falls, MT 59404
(406) 315-3781

Employee Development Professional

The Employee Development Coordinator will identify the need to develop and teach programs designed to enhance the skills of employees, relevant to their position within the organization. They will adapt teaching strategies according to the audience and find creative or interesting techniques to help employees gain a solid understanding of the material or process. The Employee Development Coordinator will report to the President/General Manager.

Duties Summary/Responsibilities:

- Develops a comprehensive employee development program that aligns with the organizations goals through position analysis and research
- Evaluates training and program content effectiveness through KPI's to ensure current information and updates are being reflected, making improvements as applicable
- Creates curriculum for position categories through training needs assessments and current company policies/procedures
- Coordinates all company training needs and initiatives
- Seek out and attend external training events or seminars to gather new information or processes that would benefit the employee development plan
- Creates a tracking system to update and maintain training records in accordance with completion dates/schedules
- Performs skills evaluations to assess position qualification, performance improvement areas and impact of training
- Acts as liaison between ADF, trade schools, colleges, Job Corps, and employment agencies to promote employment opportunities
- Complies with all ADF International quality procedures and safety guidelines

Knowledge, skills & Abilities:

- Strong Interpersonal communication skills
- Computer Skills – proficient in Microsoft Office applications
- Excellent attention to detail and organizational skills
- Professional verbal and written communication
- Ability to work autonomously and to handle multiple projects efficiently
- High level of inner drive, self-starter
- Strong public speaking and presentation abilities
- Teaching strategies – selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things

Physical Requirements:

Must be able to regularly sit, walk and stand for varying lengths of time. Must be able to repetitively articulate hands, wrists etc. to operate standard office equipment; and perform those similar activities while seated as well as perform computer work for various lengths of time. Will need to be able to reach with hands and arms; and lift up to 25 pounds occasionally.