



The Commercial Vehicle Group (CVGI) is a global leader in commercial vehicle system solutions for the heavy-duty truck, construction, agricultural, industrial, marine, and specialty industries. We take pride in building products the same way that we've built our company – with commitment, strength and focused direction.

We're successful because we are committed to continuous improvement. We aren't afraid to take chances with modern processes that may improve the tried and true. We are immersed in technology in every market we serve. We're growing, penetrating emerging markets, and constantly in pursuit of innovation that will improve, shape, and define the future of the global commercial vehicle industry.

With locations across the United States as well as internationally our career prospects offer exciting growth opportunities. Please visit our website at www.cvgrp.com for more information about the company.

We are currently seeking an experienced Lean Manufacturing/Training Coordinator to assist us in furthering our growth through improvement and innovation at our facility in Michigan City, Indiana.

As the Lean Manufacturing/Training Coordinator, the incumbent will:

This role provides administrative support and other duties as assigned in four key areas:

Lean Manufacturing

- Implement/coordinate/maintain records with/for production personnel
- Analyze data to identify cell-specific and plant performance to established goals
- Identifies positive or negative trends
- Assist in establishing goals and objectives designed to improve efficiency.
- Coordinate/participate/provide clerical support for various lean manufacturing events such as classes, workshops, Kaizan events, various problem solving teams, etc.
- Create/maintain documentation as required.

Training

- Conduct New Associate Orientation
- Implement/maintain OTJ training of new hires & transfers; ensure all associates are properly trained.
- Develop and maintain proper documentation of training and proficiency including Training Matrix.
- Develop/coordinate training programs for basic skills (measurement tools, quality inspections, recordkeeping, etc.) in alignment with business goals and objectives
- Work with supervisors/managers to identify training needs.
- Evaluate training to determine effectiveness.



Safety

- Develop knowledge of OSHA regulations.
- Serve as key member/leader of Safety Committee; maintain minutes.
- Ensure that safety-related suggestions/issues identified are resolved.
- Identify/plan/conduct all safety training and maintain records.

Human Resources

- Attendance & vacation tracking, FMLA administration, filing, mail distribution, coordinate business lunches/employee events, etc.

Requirements:

- High school diploma or GED and preferably 1 – 2 years related experience.
- Proficient with MS Office software; capable of creating reports and presentations including charts/graphs utilizing Word, Excel and PowerPoint.
- Ability to effectively communicate verbally and in writing.

There is no sponsorship offered for this position at this time.

Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday and vacation time off.

Resumes may be submitted as directed below. Include Job Title in all submissions.

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614-289-5655

Mail:

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Commercial Vehicle Group, Inc. is an Affirmative Action/Equal Opportunity Employer.