



Position: Trainer

Location: Eagle Mine, Upper Peninsula, Michigan, USA

General Description:

This role will be responsible for developing, coordinating and delivering various trainings. Responsibilities also include oversight and administration of select training plans, training documentation, and organization and scheduling of training facilitators.

Key Responsibilities:

- Align training initiatives between departments, contractors and facilitators to support training development and delivery.
- Develop and facilitate equipment, task, Health, Safety, and Environmental (HSE) and MSHA related training programs, ensuring legal compliance.
- Coordinate with Human Resources to manage training compliance matrix and ensure compliance with Responsible Mining Management System (RMMS).
- Manage training documentation and related publications in cooperation with Human Resources.
- Management, development and updating of Standard Operating Procedures.
- Identify gaps in training.
- Audit, review, update and develop site task training packages and record control system for employees.
- Acquire, organize and schedule training facilitators who meet defined training objectives.
- Prepare reports as required.
- Other duties as assigned.

Education, qualifications and experience:

- Associates degree or equivalent preferred
- Equipment operation and mining experience preferred
- Five years' experience evaluating, developing, implementing and presenting training materials required.
- MSHA Surface and Underground Trainer (Blue Card) qualified preferred.
- Demonstrated proficiency with Microsoft office suite required.
- Must be efficient, task and detail oriented, and able to complete assigned tasks on time, with a high degree of accuracy.
- Able to work independently.
- Personnel coordination and record keeping experience desired.

Key Personal Competencies:

- Action oriented and produces results – tasks are accomplished within required timeframes
- Leadership – accepts responsibility and accountability
- Integrity and trust – operates by personally defined set of ethics and values
- Decision making – correct, appropriate, timely, based on sound judgment, business sense and technical data
- Communications – clear, concise, objective, well organized, is an active listener
- Technical excellence, analysis, problem solving – subject matter expert, researches/support proper solutions
- Ingenuity and resourcefulness – utilizes resources effectively and efficiently, thinks outside the box
- Organized – activities are logically and appropriately prepared, coordinated and conducted
- Planning and scheduling – work is planned properly, scheduled effectively, and accomplished efficiently
- Quality – output meets/exceeds standards, is accurate and complete
- Team work – works collaboratively focusing on team needs, provides recognition, is open and supportive
- Flexibility – accepts change and is open to and supportive of innovative ideas and methods

HSEC Accountabilities:

Everyone in the workplace is responsible for his or her own safety and for the safety of their co-workers. Employees are responsible for performing all tasks in accordance with relevant HSEC Site Procedures, so as to work safely and keep the workplace safe. Lundin Mining Company is responsible for determining steps required to ensure health and safety of all employees, protection of the environment, and the community. Specifically, all employees must:

- Accept personal responsibility for HSEC
- Identify hazards, unsafe actions, and conditions that could result in damage to property, injury, impacts to the environment, and the community
- Obey any instruction issued to protect their own personal health and safety, and the health and safety of others, protection of the environment and the community.
- Report, as soon as practicable to their Manager any situations where HSEC requirements are not being conformed to within their work area
- Avoid endangerment to any other person through any act or omission
- Only use equipment you are trained to use and operate the equipment in a way that is safe, protects the environment and doesn't cause undue community impacts.
- Participate in HSEC training provided to them
- Report all incidents; including but not limited to injuries, near miss, community interactions and impacts, environmental impacts, spills, unsafe work practices, etc.

To apply, or to find out more about this role please submit your resume, referencing "Trainer" to:

EagleRecruiting@lundinmining.com.