



JOB TITLE: CORPORATE TRAINER AND PROCESS DEVELOPER

REPORTS TO: DIRECTOR OF HUMAN RESOURCES

CLASSIFICATION: EXEMPT

PAY GRADE 10: STARTING WAGE \$54,647/ ANNUALLY

POST DATE: 09/10/2021

CLOSING DATE: 09/24/2021

SUMMARY/OBJECTIVE: This position is responsible for development and implementation of a variety of training programs throughout all LDF BDC Subsidiaries and their individual departments by working with the management team, human resources and other potential external vendors involved in providing training and support.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Review, audit and work with managers and human resources to create and maintain efficient, consistent, and comprehensive new hire/transfer training, inter-departmental cross-training, and refresher training across all departments and positions.
- Continuously seek innovative approaches, practices, and process improvements to achieve maximum efficiency of positions, departments, and business units.
- Assess team training needs by utilizing a variety of tools and methods to capture and report data which will aide in identifying patterns, trends and gaps in communication or training processes.
- Work closely with managers and human resources to collect, report, and utilize information found in the New Hire or Transfer reviews (30/60 Day Reviews) as well as the annual performance reviews to determine potential needs for added or updated training and development on an individual or team/departmental basis.
- Utilize targeted surveys to gauge skill, interest, comprehension, and satisfaction of employees to further understand and report on potential gaps or concerns with regards to training and development.
- Job-shadow a variety of positions within all LDF BDC Subsidiaries for the purpose of auditing, creating, and updating of SOP's and other internal processes.
- Assist and provide support to management to ensure all SOP's, internal processes, and other relevant procedural documents are organized, updated, and archived for access and utilization by those employees and managers directly affected.
- Coordinate assigned projects, as directed by Executive Management, ensuring tasks are completed by target deadlines, providing status updates to respective managers and employees, and implementing delivery of information to all staff as needed.
- Develop and implement additional programs and policies in conjunction with Human Resources, that will positively affect the retention and development of internal talent while also encouraging growth and promotional opportunities from within our business units.
- Work with external contracted company, ROI, in the assessment, development and implementation of training; including creation of flyers and materials, coordinating the locations, meals, and other event planning tasks.
- Work closely with human resources to identify and create new initiatives and offerings that will directly improve recruitment strategies with regards to professional development, opportunities for growth and new hire incentives.
- Develop a comprehensive mentorship plan or similarly suited succession program that fosters internal growth, cross-training efforts, and promotional opportunities; specifically intended to increase the recruitment, retention, and professional development of tribal members within all business units.
- Assist in the creation of annual training budgets and ensure expenses are monitored and approved within the scope of approved budgets and at the directive of executive management.

Last Revised 08.18.21

LDF Business Development Corporation
P.O. Box 155
La du Flambeau, Wisconsin 54538

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- Submit reports at the request of the CEO or Board of Directors relating to training programs, implementation and projections based on the needs of each business unit.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EXPECTATIONS/ABILITIES:

- Possess strong dependability and work ethic.
- Possess superior written and verbal communication skills.
- Possess effective time-management and organization skills.
- Ability to be proactive, self-motivated, and self-directed.
- Ability to operate calmly in a fast-paced environment.
- Ability to work well under pressure.
- Ability to navigate multiple desktop/web applications.
- Ability to work and collaborate in a team environment.
- Possess superior interpersonal skills.
- Perform all duties with acute attention to detail.

SUPERVISORY RESPONSIBILITY: This position has no supervisory responsibility but will serve as a training resource and aide in the creation and implementation of a variety of SOP's, Policies, and Procedures across all LDF BDC Entities and respective positions.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, photocopiers, filing cabinets.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, standing, sitting, walking, bending, and being able to lift 50 pounds safely is required.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time, **Exempt** position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. However, evening and weekend hours are required as job duties demand.

TRAVEL: Little to no travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE:

- Associates degree in Business Administration or related field.
- One-year previous experience in training, teaching, or process development role.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Training and Development, Human Resources, Business Administration, or related field.
- Three years previous experience in organizational training and development.

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COMPANY STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Demonstrate an attitude of safety first.
- Possess work ethic consisting of loyalty, integrity, pride, perseverance, accountability, respect, and teamwork.
- Possess an ambition to succeed.
- Adhere to company policies and procedures.
- Represent the company in a positive and professional manner.
- Flexibility to work for extended hours to meet deadlines.
- Handle oneself with professionalism during stressful situations.
- Maintain a positive attitude and morale.
- Interact effectively with all members of the company and all outside associates.
- Consider long-term implications of decisions and actions.
- Work independently, exercise discretion, and make competent decisions.
- Comply with designated work schedule.
- Use company resources wisely.
- Maintain neat, clean, and organized workspace.
- Analyze and implement ways to improve individual and/or company performance.

EEO STATEMENT: The LDF BDC provides equal employment opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

REQUIRED PRE-EMPLOYMENT SCREENING: The LDF BDC is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.

HOW TO APPLY: Please complete the online application at WWW.LDFBDC.COM and attach your resume to be considered for this position.

Additional information regarding the position may be found by contacting:

LDF Business Development Corp.
Attn: Human Resources
Po Box 155
Lac du Flambeau, WI 54538
715.388.0502 (Phone)
866.423.6104 (fax)
HR@LDFBDC.COM

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