



A Berkshire Hathaway Company

Human Resources Generalist – Training and Development

LaGrange, GA

Summary

Duracell is an iconic brand and the world's leading manufacturer of high-performance alkaline batteries, power cells, and rechargeables. We are the most trusted source of personal power because of our sustained commitment to innovation, producing more compact, more powerful, and longer lasting batteries.

As a Human Resources Generalist, some of your essential duties and responsibilities may include:

- Monitor and ensure completion of new hire checklist items
- Maintain site Learning Management Systems (Duralearn and DuPont) including uploading new or replacement training PPTs, adding manual training rosters to learning plans, creating a matrix of courses offered, how the course should be delivered, initial or repeating, etc.
- Develop, manage, and lead the onboard training for new technicians.
- Deliver training programs to meet site needs, benchmarking and reapplying systems, assessing current performance, and recommending improvements.
- Work with Operations Leadership to help develop training documents.
- Ensure compliance with all legally mandated training requirements (OSHA, Federal, State).
- DWS ORG Pillar member
- Send out a DDS topic and days without recordable if they cannot fix the auto generated email
- Manage TL/LL/ODM BOS – sending out reminders, findings, and enter items that require follow-up into Gensuite
- Manage monthly safety audit – sending out reminders, tracking who's due, enter findings that require follow-up into Gensuite
- Monitor and assign Gensuite concern reports, monitor the Action Tracking System/Compliance Calendar and notify people when items are coming due

Education & Experience

Please consider applying if you have:

- Listens and communicates well in a team environment.
- Displays excellent written and oral communication skills, including the ability to give effective presentations and to write clear and actionable proposals.
- Is analytical; uses sound judgment in decision making by basing decisions on factual information.
- Shows personal initiative and drives for results to ensure deliverables meet cost and schedule requirements.
- Exhibits a high level of integrity and directness/candor.
- Can coach and teach new and challenging tasks to develop mastery in others
- Meets deadlines regularly and works well in a fast-paced environment.
- Quickly adapts to changing environments and business direction.
- 3-5 years of progressive Human Resources experience preferably in the manufacturing environment.

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- Degree in Business or Human Resources.
- SHRM Certification preferred.

If you can imagine yourself in this role, we look forward to hearing from you. Duracell is committed to hiring incredible talent and, as such, offers competitive compensation packages and employee benefits. To this same end, Duracell respects and values the aspects that make each candidate unique and, as an Equal Opportunity employer, is committed to providing a work environment that is free of discrimination against employees and applicants on the basis of any factor prohibited by applicable laws and regulations.