



ADVANCED COOLING TECHNOLOGIES, INC.

Innovations in Action

Temporary Project Opportunity—LMS Training Coordinator

WHO WE ARE:

ACT is a premier thermal management solutions company with a focus on custom applications of two-phase heat transfer technology. With a diverse customer base, our innovative solutions can be found on US military bases, in large data security centers, renewable energy sources, medical testing and treatment facilities, and in space! We're proud of the work that we do at ACT and we're excited to invite you to join our team! Learn more about our cool business at www.1-act.com.

SUMMARY:

This is a project based, temporary position. The Training Coordinator will work with HR and other departments as needed to update existing training modules in our LMS system and create new ones that are engaging and meaningful!

EDUCATION, SKILLS, EXPERIENCE:

- Computer agility- ability to learn a new program quickly
- Creativity is craved! Ability to take serious/dry material and make it- if not fun- at least a little more interesting!
- Must be willing to be audio-recorded for posterity! (Good oral speaking skills)
- Sense of humor strongly preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Using the Talent LMS system, review existing monthly Safety Trainings and update- ensuring content is up-to-date as well as interesting and informative.
- Create new monthly safety trainings for the York facility based on recommendations of the Quality Manager
- Review, update, and record trainings for new hires – General OSHA safety, Harassment, etc.
- Create new interactive, and/or audible trainings for new hires- ITAR, AAP, etc.
- Assist in creation of Supervisor training series- develop short trainings on company specific topics such as approving timesheets, completing quarterly reviews, documenting, and diversity training. Identify and add to the LMS system free web-based presentations on leadership skills.
- Study and learn more about the “Badge” program in the LMS and recommend ways to utilize it to reward employees for completing training.

LOCATION:

Advanced Cooling Technologies, Inc.
1046 New Holland Avenue
Lancaster, PA 17601

Hourly rate: \$22.00 per hour