



Training and Development Specialist

Location: Sydney, NS

Term: Permanent, Full-Time

Anticipated Start Date: As Soon As Possible

- Join a company that has completely revolutionized custom sheet metal fabrication and CNC machining for engineers and designers all over the world.
- Use your skills in education and training to develop top-notch learning material and ensure team members across a variety of departments are properly prepared for their specific roles within the company.
- Be rewarded with a competitive annual salary and great benefits, including medical, dental, pension plan, and more.
- Live and work in a community that has quick commutes, affordable homes on generous plots of land, beautiful scenery and friendly people.

About Protocase Inc

Established in 2001, Protocase Inc is a rapidly expanding company that focuses on combining advances in software with advanced manufacturing techniques to offer unique custom manufacturing to the engineering, design, and research industries. Using the expertise and dedication of 135 employees (and counting), Protocase is proud to have a client base of more than 12,000 customers throughout North America and around the globe. Customers include Boeing, L3, Raytheon, Google, Apple, Microsoft, NASA, MIT and many more.

To learn more about the company, visit <http://www.protocase.com>.

About the Opportunity

Protocase is currently seeking a Training and Development Specialist to join its team in Sydney, Cape Breton, Nova Scotia. We currently have more than 135 employees currently working in Sales, Administration, Marketing, Engineering & Design Services and Production, including CNC Machining. With new employees joining the Protocase team every month, we need the right talent to ensure new Protocase employees are thoroughly prepared for their specific role.

As the Training and Development Specialist, you will develop training programs in collaboration with division and department leads to meet both individual function and system-wide training needs. A key

part of your job entails presenting various training sessions through using appropriate technology, audiovisual aids, and relevant support documents.

The successful candidate must have a willingness to immerse themselves into Protocase's culture and procedures quickly, and create training material based on feedback from management within various departments.

As with all Protocase employees, the successful candidate must be focused on our customers, who depend on us to accurately and efficiently manufacture quality custom products exactly to their specifications. Attention to detail and following procedure is an absolute must.

Your duties will include:

- Plan and organize training activities, including preparing learning materials, creating training schedules and providing follow-up seminars as needed.
- Design plans, procedures and processes for the administration of training; monitoring employee progress and program effectiveness.
- Stay informed of new developments, methods, practices, and techniques in the training profession.
- Responds to employees and managers to address training questions and concerns.

Essential Skills:

- Bachelor's Degree in Education, Business, Communications, or a related field
- 2 or more years of experience as a trainer or learning development practitioner
- Excellent oral and written communication skills
- Exceptional presentation and public speaking skills
- Attention to detail
- People-driven personality
- Critical thinking and problem solving
- Excellent time-management and organization skills
- Dependability
- Enjoy working in a team environment
- Read, analyze and interpret general business information
- Excellent written communication skills
- Excellent project management skills

About the Benefits:

Besides an annual salary that ranges between \$46,000 and \$58,000 (35-50 hours per week), you will also enjoy the following benefits:

- Medical, Dental, Life Insurance, Group Insurance Benefits and Pension Plan (RRSP and DPSP) after six months
- Two weeks' vacation (three weeks' vacation at three years of employment; four weeks' vacation at five years)
- Regular social events, including go-karting, learning lunches, golf tournaments and seasonal parties

Although our business is growing, our team remains supportive, inclusive and tight-knit. Continuous improvement has always underpinned our success and we actively foster an environment of open communication, creative collaboration and the sharing of ideas.

How to Apply:

- Email your resume to employment@protocase.com
- Drop off your resume at our main building – 46 Wabana Court in Sydney, NS, between 9:30 AM and 4:30 PM