Training Coordinator Small-/Midscale Manufacturing (f/m/d)

Job Description Summary

Today, Lonza is a global leader in life sciences operating across three continents. While we work in science, there's no magic formula to how we do it. Our greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

Our site in Visp, Switzerland is continuously growing, and we are currently seeking a Training Coordinator Small-/Mid-Scale Manufacturing (m/f/d). In this position, you will develop and coordinate the training and skill enhancement of the operation's employees. In Development Services & Small-/Mid-Scale Operations, we support our customers from initial feasibility studies through clinical trials to product launch and commercial manufacturing. We develop production processes for innovative active ingredients in our laboratories and implement them at a technical scale in our GMP-compliant facilities. As Training Coordinator Small-/Midscale Manufacturing you play a pivotal role in ensuring that production operations under GMP are compliant, efficient, safe, and continuously improving, thereby contributing significantly to the overall success of our organization and to deliver new treatment options to patients worldwide.

Key responsibilities:

- Assessing Training Needs: Identifying the training needs of the organization and individual employees to ensure relevant and effective training.
- Developing Comprehensive Training Concepts: Designing and implementing detailed training programs for the employees of the Small-/Midscale production plants (Small Molecules Visp) that emphasize safety and quality standards.
- Ensuring Regulatory Compliance: Making sure all training materials and methods comply with current GMP guidelines and regulations.
- Evaluating Training Effectiveness: Monitoring and assessing the effectiveness of training programs through feedback, testing, and performance metrics.
- Maintaining Training Records: Keeping accurate and up-to-date records of all training activities, participant progress, and compliance documentation.
- Updating Training Materials Regularly: Continuously reviewing and updating training materials to reflect the latest safety regulations, quality standards, and industry best practices.
- Supporting Continuous Improvement: Identifying areas for improvement in training processes and making recommendations for enhancements.
- Collaborating with Other Departments: Working closely with safety, quality assurance, production management and others to align training with organizational goals and compliance needs.
- Providing Ongoing Support and Guidance: Offering continuous support to production staff to help them understand and implement safety and quality requirements effectively.
- Conducting Audits and Inspections: Participating in internal audits and inspections to ensure training effectiveness and adherence to GMP and safety standards.
- Leading by Example: Demonstrating a commitment to GMP principles and promoting a safety-first culture.

Key requirements:

- Must be creative, well organized, dependable individual with high social competence and a passion for training
- Proven Experience in adult education or the training sector is required
- Must have fluent German and English skills
- Must have knowledge of cGMP regulations and standards for pharmaceutical operations and application to training
- Must have excellent written and verbal communication skills and the ability to clearly convey information, instructions, and feedback to trainees
- Strong interpersonal skills to develop working relationships with people at all levels and high empathy to understand the diverse needs of different stakeholders as well as learning paces of trainees
- Clear and conceptual thinking ability
- Problem-solving skills to quickly identify and address compliance issues and training gaps
- Assessment and evaluation skills to measure training effectiveness and provide constructive feedback
- Flexibility to adjust training methods based on regulatory updates and specific audience needs.
- Organizational skills to efficiently manage training schedules, documentation, and compliance records
- Ability to handle multiple priorities and the flexibility to adapt to changing priorities
- Experience developing dynamic and interactive training materials (à relevant IT and didactic skills are present)
- Technical proficiency with strong computer skills (e.g., MS Word, MS Excel, MS PowerPoint) and familiarity with training software, Cornerstone knowledge is an advantage
- Ability to work in a team environment as well as able to work independently with minimal supervision
- Knowledge in process engineering and Operation Excellence experience are advantageous

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

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People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.