

ANDON SPECIALTIES

Training and Human Resource Specialist

The Training and Human Resource Specialist is responsible for developing, implementing, and managing programs designed to drive a high performing culture and improve performance. They will partner with leadership to identify and craft talent and organization development solutions in the areas of learning and development and performance management. They will also assist with and facilitate Human Resource processes with all business units. Providing administrative support as needed, including record-keeping, file maintenance and other duties as assigned.

Essential Functions:

- Identify, create, deploy on-going training to support business and employee needs.
- Source, identify and select vendors to supplement learning solutions to build a collection of relevant learning opportunities and tools. Specifically, in the form of a Learning Management System (LMS) and serve as the subject matter expert.
- Assist with on-boarding of new employees.
- File, record, and enter data as assigned to support Human Resource department requirements.
- Document change management practices for company.
- Perform other duties as assigned.

Competencies:

1. Communication Proficiency
2. Teamwork
3. Critical Evaluation
4. Organization
5. Human Resource Expertise
6. Ethical

Preferred Education and Experience:

1. Bachelor's Degree preferred.
2. Previous experience in design and delivery of learning and development programs.
3. Previous Human Resource experience.
4. Ability to write and speak clearly and professionally.
5. Ability to simultaneously manage multiple tasks, while meeting required deadlines.
6. High attention to detail.
7. Professional in appearance.
8. Servant leadership/attitude.

Qualified applicants should submit a resume to rachelamick@andon.com