

## **Human Resources – Training and Development**

### **Job Description**

Highmark Companies is seeking an experienced individual to lead the training and career development of our new and existing employees. This role will work within our Human Resources department to assist us in continuing to build an amazing team of employees. You must enjoy engaging and interacting with people and be an innovative thinker when it comes to employee training and development. If you are an excellent communicator with a positive attitude, we want you on our team.

Highmark Companies is compiled of four divisions. Highmark Builders –a custom home builder, Ruby and Suede – interior design and furniture studio, Highmark Exteriors – exterior new construction and remodeling of roofing, siding, windows, and gutters, and Highmark Restoration – insurance restoration for water, mold, fire, etc. We are proud to be a locally owned company building trust in our clients and community.

### **Responsibilities**

- Formulate and develop plans, procedures, and programs to meet specific training needs for new and existing employees
- Organize and develop training manuals, reference library, and other educational material
- Assess training needs through surveys, interviews with employees, and consultation with managers
- Design, plan, organize, and direct orientation and training programs for new employees
- Coordinates staffing activities which includes recruitment, selection, interviewing, and hiring of positions to ensure hiring aligns with business needs and incorporates external influences to the recruiting process.
- Develops and maintains recruiting strategies and metrics such as diversity, cost of hire, and time to fill which are used to evaluate the effectiveness of the recruiting process and drives continuous improvement.
- Identifies opportunities to articulate and define Highmark's image, organizational culture, key differentiators, and reputation through branding initiatives carried out by the marketing team

### **Qualifications**

- Exemplify the 5 core values of Highmark
  - Trustworthy
  - Intentional
  - Driven
  - Humble

- Wise
- Bachelor's Degree in Human Resources, Business Administration, Communications, Education, or another related field
- 2+ years related experience
- Ability to collaborate across multiple departments
- Must possess strong organizational skills and attention to detail
- Excellent interpersonal skills
- Confidence when working with others
- Strong written and verbal communication skills
- Moderate level proficiency in computers including Microsoft Excel, Word, Outlook Etc.

### **Offered Benefits**

- Competitive Wages
- Responsible PTO Policy- to encourage work/life balance
- Paid Holidays
- Profit Sharing
- 401K
- Health Insurance- company pays 100% of employee-only premium on lowest cost plan
- Dental Insurance
- Vision Insurance