

Training Specialist II

Hill, Chesson & Woody (HCW) has an immediate opening for a Training Specialist II. HCW, located in Chapel Hill, North Carolina, is a strategy-driven employee benefits consulting firm. We help our clients develop, implement and manage a custom benefits strategy that best meets their organizational objectives for recruiting, rewarding and retaining employees. We are a fast paced firm stacked with positive, talented, team-focused professionals.

The Professional Training Specialist primary focus will be on development and delivery of training materials and programs in a professional services setting. Content will encompass the multiple stages of career development from on boarding to succession planning.

Requirements:

- BS/BA
- 3-6 years' experience in a training role; preferably delivering programs to professionals in a service environment
- Excellent communication and presentation skills - verbal and written – to effectively communicate with people at all levels.
- Above average organizational and facilitation skills
- Proficiency with Microsoft Office applications
- Proven track record developing and delivering corporate training programs
- Creative problem-solving and strong interpersonal skills
- Ability to embrace and respect the team culture approach

Ideal candidate derives energy and enthusiasm from a team environment, but has capacity to work independently with minimal supervision while being detail oriented with a high degree of integrity. Our culture promotes highly self-motivated, achievement oriented professionals.

Responsibilities:

- Creates written training documents on a myriad of topics including job skills, business acumen, and professional skills
- Prepares multi-media training materials
- Delivers training programs and evaluates delivery for overall effectiveness
- Manages employee on-boarding processes and conducts new hire orientation
- Assists with selection process including creating ads, drafting job descriptions and assimilating new employees into the HCW culture
- Writes training SOPs
- Identifies external training partners, reviews proposals, coordinates their services and monitors for usefulness
- Conducts needs analysis for future training and responds with suggestions
- Works within overall direction established by senior leadership, develops and recommends new opportunities
- Other duties as assigned including Human Resources administrative duties

Qualified candidates should email resume and salary requirements to:

Carol Wagoner
194 Finely Golf Course Rd., Suite 200
Chapel Hill, NC 27517
careers@hcowbenefits.com



HILL, CHESSON & WOODY

Experience the benefit.