



William A. Hazel, Inc., a total site development contractor for over 50 years, is looking for a **Training and Development Specialist**. The individual in this position will be responsible for assessing, developing, coordinating, and conducting all training necessary to enhance the abilities and knowledge of employees of all levels.

Essential Functions

- Assess training needs through interviews with executives, supervisors, and employees.
- Design, create, and deliver training classes and materials to a diverse audience, using a variety of techniques.
- Provide leadership development training for all new and existing foremen.
- Select and assign instructors or vendors to conduct training, when necessary.
- Perform administrative tasks, such as scheduling classes, updating employee training records, and managing skill certifications.
- Design and conduct new hire orientation.
- Establish mentorship program for new hires.
- Develop and administer a program to enhance employees' satisfaction with their jobs and working conditions.
- Offer specific training programs to help employees maintain or improve job skills.
- Attend meetings and seminars to obtain information for use in training programs.
- Organize and attend job fairs, campus events, and other networking opportunities. Assist in recruiting new hires. Counsel candidates on the interview and hiring process.
- Arrange meeting locations for applicants from job fairs and company managers when necessary.
- Provide training in various environments, including jobsites.
- Perform other related duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Strong presentation skills.
- Adept with a variety of multimedia training platforms and methods.
- Ability to evaluate and research training options and alternatives.
- Ability to design and implement effective training and development.
- Extremely proficient with Microsoft Office Suite and related program software

Education and Experience

- Bachelor's degree in Human Resources, Training and Development, or 3-5 years of experience as a Training and Development Specialist in the Construction industry.

Benefits

- Paid time off, health, dental, life and disability insurance.
- Education assistance
- 401k/matching

William A. Hazel, Inc. is an equal opportunity employer.

We do not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information or any other characteristics protected by law.