



HR ASSISTANT JOB DESCRIPTION

Summary

Manage company's learning and development initiatives as well as assisting with a variety of administrative tasks. Work collaboratively to design, develop and administer impactful learning experiences, programs and materials to help support and increase overall business results and employee engagement. Assist in a variety of human resources functions such as filing, compliance, recruiting, and other programs to enhance the unique cultures of both The Front Climbing Club and Vertical Solutions.

Primary and Essential Functions

- Work closely with department managers to identify skill gaps and employee career development needs in order to provide learning solutions and trainings;
- Manage learning and development initiatives including coordination of logistics, managing materials and providing a critical eye to ensure content is clear and effective;
- Monitor and evaluate the training effectiveness through feedback and evaluation following the sessions to continuously improve learning effectiveness;
- Implement and manage LMS (learning management software) that aligns with company goals;
- Utilize a blended learning approach, including print, audio, visual, and multimedia. Select the appropriate format for the target audience or content;
- Provide both staff-wide and department specific trainings on a regular schedule;
- Manage administrative tasks such as filing, ordering office supplies, and managing outgoing mail;
- Make updates and ensure data integrity in appropriate software's (HRIS, employee database, POS, etc.);
- Assist with updating job postings, reviewing resumes, scheduling interviews, and performing phone screenings;
- Manage all onboarding documentation including filing and I-9/E-Verify process;
- Assist in annual I-9 audit and other requested audits;
- Assist in planning and running employee events;
- Participate in effective communication to keep employees informed and up to date;
- Document HR SOPs;
- Work closely with HR Manager to develop and implement various HR initiatives to support, protect, and grow the organization;
- Other duties and projects as assigned.

Requirements

- High school diploma is required and a bachelor's degree in Human Resources, Business, or another relevant field is preferred;
- Minimum of 1-2 years human resources experience, preferably in the outdoor, construction or manufacturing industry;
- Knowledge of effective learning and development methods including understanding of learning trends and best practices;

- Experience with multiple Learning Management Systems (LMS) a plus;
- Excellent communication skills, including written, verbal and presentation;
- 1-2 years' experience presenting to large and small groups;
- Excellent interpersonal and communication skills and the ability to deal with sensitive employment issues professionally, discretely, and compassionately;
- Must be proactive, a team player with a sense of humor, and someone who is adaptable and comfortable with change, ambiguity, and working independently;
- Proficient in MS Office including Excel, Outlook, PowerPoint, etc.;
- Be able to collaborate and innovate as a means to create exceptional value for our members, our company, and ourselves.

Job Hazards

This position is exposed to airborne chalk, dust and cleaning supplies. And may be exposed to objects falling from great heights when in climbing areas. Other hazards include trips and falls caused by obstacles on the ground such as ropes and climbing gear and slippery surfaces after they have been cleaned.

The Front Climbing Club is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.