

# Training & HR Support Specialist

We're looking for a Training & HR Support Specialist who thrives at the intersection of people, processes, and development. This role supports day-to-day HR operations while coordinating and delivering training programs that help employees succeed and grow. You'll play a key role in onboarding, employee development, and fostering a consistent, high-performing culture across the organization.

## What You'll Do

- Support onboarding, including scheduling orientation and preparing materials
- Coordinate and track employee training programs and compliance requirements
- Maintain accurate and confidential training and employee records
- Organize training logistics (scheduling, materials, attendance tracking)
- Deliver training sessions, including new hire orientation
- Create and update training materials and presentations
- Research and recommend improvements to training methods and resources
- Manage website account setup and password resets to ensure secure access
- Assist with employee surveys and compile feedback data
- Coordinate external training opportunities and related logistics
- Communicate organizational updates, products, and services to employees

## What You Bring

- Strong organizational and administrative skills
- Clear and effective written and verbal communication
- Attention to detail and accuracy
- Ability to handle confidential information with discretion
- Problem-solving and critical thinking skills
- Customer service mindset
- Proficiency in Microsoft Office (PowerPoint, Word, Excel) and tools like Canva

## Qualifications

- Associate or Bachelor's degree in Business, HR, or related field (preferred)
- Experience in HR support, administration, or training (preferred)
- Financial industry experience is a plus

## Why Join Us?

Join a team focused on creating a supportive and consistent employee experience. This role offers the opportunity to contribute to both HR operations and employee training in a collaborative environment.