

JOB POSTING

LOCATION..... Taylor, WI
POSTING DATE..... February 13, 2017
DESIRED STARTING DATE..... ASAP
POSITION..... **Training and Development Associate**
STATUS..... Full Time
NUMBER OF POSITIONS..... 1
WORK SCHEDULE..... Day shift with varying hours and travel required
WAGE RANGE..... Based on Experience

SCOPE OF JOB: The Training and Development Associate will use innovative and creative skills to research, select, oversee and/or develop educational training programs in accordance with the needs of the company. Effectively analyze and measure training and development needs. Assist BMC TEAMS in their development with interaction at all levels of the organization. Assist with the needs assessment, recruiting and selection process. Assist the Associate Development team in all HR functions as needed.

QUALIFICATIONS REQUIRED BY POSITION:

Desired Knowledge & Training

- Minimum Bachelors degree in Human Resource Management/Training & Development or equivalent experience.
- PHR or SPHR certification required
- A minimum of 5 years experience in organizational training and education as well as organizational development. Experience in recruiting and staffing helpful.

Physical Abilities

- Must pass toxicity test.
- Ability to travel between plants and transload facilities.

Required Skills and Essential Attitudes

- Effective interpersonal communication skills both verbal and written
- Visionary skills to research, develop and create innovative training programs
- Excellent computer skills: MS Word, Excel, PowerPoint
- Effective listening skills
- High level decision-making skills
- Excellent organizational skills
- Self-motivated and able to work independently
- Ability to handle sensitive information and maintain confidentiality
- Value diversity and respect the strengths in all team members
- Aspire to take on additional responsibilities and to cross-train into other areas beneficial to Associate Development
- Further training/education to maintain or update skills
- Provide suggestions, shares ideas, and ability to problem solve
- Follow all company policies and regulations
- Promote BMC in a positive and ethical manner, as well as the team philosophy and alignment with company objectives for continuous improvement.
- Willing to travel
- Dedicated to growth and success of BMC & its associates
- Exhibit professionalism

IF INTERESTED APPLY ONLINE OR SUBMIT RESUMES TO:

BADGER MINING CORPORATION

Associate Development

careers@badgerminingcorp.com