

## Who We Are:

ExtensisHR, one of the largest Professional Employer Organizations (PEOs) in the U.S. with client employees in all fifty states, is looking for talented people to join our team. If you want to contribute your talents, make a bigger impact, and be part of the growing PEO & HRO industry, we are interested in talking to you. Our renowned industry leadership in customer service starts with our people. You can contribute to delivering on our brand promise of helping organizations succeed through our people-first approach in solving customer's ever-evolving HR needs. Our HR offerings include personalized services for HR, employee benefits, payroll and taxes, employer risk, compliance, and employee management. Today, we manage over \$3 billion in employment-related costs annually—and we are growing every day.

For more information about the company visit [www.ExtensisHR.com](http://www.ExtensisHR.com).

## Who you are:

The HR Training Manager (HTM) is a mission critical role that will help shape and define the future of ExtensisHR and our long-term growth strategy. ExtensisHR is one of the fastest growing PEO's in the Northeast and you will have a direct influence on the future development of our organization. The HTM role will develop a world-class onboarding experience for new employees, workshop style training for the existing HR team, in addition to succession planning. You will develop course curriculum, deliver training, and build out a knowledge center which includes supporting documentation. Upon completion, you will evaluate the HR training process and incorporate continued process improvements. If you are passionate about HR compliance, client services and key account management, and have the skill for engaging a diverse audience, we encourage you to apply to this newly created position.

## Our ideal candidate fits this profile...

- With enthusiasm and determination, you are successful at developing comprehensive training solutions for HR professionals which include coordinators, generalist, managers and HR business partners. You demonstrate knowledge of HR compliance, client services, HR core competencies, and account management.
- You possess superior communication skills that enable you to deliver clear, concise, and accurate written communications, as well as oral presentation, and workshops for a variety of audiences, both in-person and virtual.
- You have a strong working knowledge of various learning and development assessments, systems, and technology as it pertains to the HR compliance, client services, core competencies and account management. You are proficient in technical and multimedia components critical to effective facilitation and program management.
- You are passionate about HR and client services and have a knack for creating unique delivery methods and engaging a diverse audience. You are able to develop, enhance, and deliver core programs with proven success.

## What you'll do:

In this HR training role, you will be responsible for...

- HR department onboarding: Utilizing proven HR skills and development expertise, you will develop a comprehensive, fast start training program to enhance the onboarding training. You will utilize the ADDIE model (analyze, design, develop, implement, evaluate) to provide HR compliance knowledge and client service behaviors to support a face-to-face training program for the HR team.
- On-going learning: This role will act as a coach and a mentor to HR team. You will work closely with the SVP of People & Culture, SVP of Service Operations, and VP of HR Services, as well as department heads to interpret business data and use information appropriately to identify training needs and deliver the curriculum to drive desired behaviors and outcomes. In this role, you drive continuous improvement by incorporating feedback from class participants and other training stakeholders to improve and expand the HR training curriculum.
- Succession planning: You will develop, direct, and monitor learning pathways for intermediate and advanced functional skills sets to encourage and facilitate career advancement. With departmental heads help, you will determine learning objectives and appropriate modalities for optimum training.
- Program Management: You will be required to measure the success of the program using an LMS system, which you will be heavily involved with implanting. You will be responsible to manage the desired outcomes as set forth. More specially IDPS, full department pathways, in conjunction with core business initiatives.

What You Bring:

You come to the table with...

- Minimum 5+ years of similar industry work experience, with a proven record of meeting or exceeding goals.
- A strong passion for learning and building programs from the ground up.
- A Bachelor's degree, preferably in Business, Organizational Development, Industrial/Organizational Psychology or related field. Equivalent work experience would align.
- Experience managing or being part of an HR team is highly preferred.
- Superior written and oral communication skills.
- HR compliance and customer service training experience a plus.

Responsibilities and requirements are subject to change based on business needs.

What You'll Receive:

At ExtensisHR, we recognize there are many factors that influence your overall satisfaction both at work, and in your personal life. Under our You Supported program, we provide a perfect mixture of compensation, benefits, company culture, and resources to our employees that help you reach a happier, more balanced life. Some of these offerings include:

- Competitive compensation to reward you for your hard work every day.
- Progressive Paid-Time Off Program for you to enjoy time out of the office, including time off for volunteering and life events.
- Group Medical, Dental, Vision and Life insurance to encourage a healthy lifestyle available from day one.
- 401k and company match

- A wide variety of Voluntary benefits including 529 College Savings, Home and Auto insurance, pet care insurance and more!
- A student loan assistance program to help pay off your student loans.
- Onsite Wellness Rooms for relaxation and lactation breaks as well as free all-access membership to the Headspace meditation app for all employees.
- Extensive professional development programs to help you get to where you want to go in your career.
- Employee Referral Program!
- Discounts in retail and entertainment.
- A social and community outreach committee that promotes a fun inclusive culture through in-office events and networking opportunities.
- When in the office, Complimentary coffee and snacks to keep you fueled and productive throughout the day.

Extensishr is committed to a diverse and inclusive workplace. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please contact Melani Monroe [mmonroe@extensishr.com](mailto:mmonroe@extensishr.com) if interested.