

Staff Development Assistant

The position of Staff Development Assistant is responsible to assist in and facilitate the documentation of standard processes and procedures for use in various training programs, while also assisting in the recruitment, onboarding, and training of new hires. Working in cooperation with the CEO, the Staff Development Assistant, will help ensure that the Leadership Team and all members of the Ace Sign Co. team are properly equipped to build the collective knowledge of the company, promote a culture of teamwork and encourage one another in the development of individual and team.

Essential Job Functions

- Assist with Development and Notation of Standard Processes and Procedures
- Assist in the Maintenance of Job Descriptions
- Assist in the Maintenance of Employee Records
- Assist in the Recruitment of New Hires
- Assist in the Onboarding and Coordinate the Training of New Hires
- Facilitate Recruitment Events
- Assist with other general administrative needs of the CEO

Abilities and Behaviours

Listener - Ask great questions and use the strength of a team to gather insights from past experience and solve problems.

Motivator - Stimulate action from the team that creates clarity and promotes positive culture.

Critical Thinker - Assist the team in connecting dots as knowledge is shared and gathered.

Facilitator - Empower others to share knowledge, train, and lead.

Technical Writer - Create language that clearly and concisely articulates responsibilities and processes.

Primary Duties

- Assist in the Recruitment and Coordination of New Hires
 - Indeed Postings
 - Facebook Postings
 - Filtering of Candidates for Interview Invitations
 - Background Checks
- Assist and Coordinate the Documentation of Processes and Training Resources
 - Help maintain Company Workflow Maps.
 - Help maintain Skill Sets and Resource Alignment Documentation
 - Coordinate various steps of Process Documentation (Outlining to SOP)
 - Documentation of Standard Operating Procedures
 - Documentation of Job Descriptions
 - Documentation of Company Terminology and Nomenclature
- Future Opportunities
 - Coordinate School-Related Events (ex. Mfg Day)
 - Other Postings (School Intranets, Blogs, etc.)
 - Coordinate Promotional Materials for Career Opportunities
(Treat like the promotion of a Product) (ex. Promo Video)

Other Facilitation Efforts as Needed...

- Facilitate Training Activities with Team Leadership
- Compliance (OSHA, See also Safety P&R) *Coordination with Production Mgmt
- Maintaining Policies (Handbook, P&R)
- Safety & Professionalism Coordination
- Health & Wellness Program Coordination
- Financial Wellness Program Coordination (NEW)s
- Employee Appreciation & Social Event Coordination
- Employee Rewards Program