



# Example of HR Trainer Job Description

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Our growing company is hiring for a HR trainer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR trainer

- Train new employees and/or temporary employees, and train existing employees on new protocols and procedures
- Execute on core recruitment processes as defined by the Service Level Agreement for the role, including managing the process, selection, offer, negotiation, closing and all administrative components
- Develop and maintain functional talent pipelines which result in top talent hired
- Lead strategic discovery sessions with Hiring Managers in order to build overall understanding of position requirements, department goals, and organization business plan based on service level agreements
- Follow the sourcing process as defined by Talent Acquisition tiered sourcing process, including predetermined sourcing recipe as defined by job family/code
- Utilize digital and video interview platform in combination with telephonic discussions to evaluate candidates utilizing consistent templates and processes, leveraging behavior based interview and assessment techniques
- Clearly articulate the greater than employee value proposition at all times when communicating with candidates and hiring managers
- Individual must be able to assist plants WE, 84, DJ, 03, W9, 01, WH Safety & Training team to ensure all associates are trained on the requirements for SAFE, SMS, New Hire Orientation - including tracking attendance at training sessions, maintaining training files, record retention, preparing presentations, conducting training
- Attend or conduct periodic departmental and plant meetings training that

- Must be able to provide training at various times day or night servicing all shifts and plants

## Qualifications for HR trainer

- Attended Shaw SAFE specialized training
- Carpet manufacturing experience
- Minimum of 5 years in an trainer or related role and you are not intimidated by technologies
- Must be flexible and have the ability to work in teams or alone, influence changes, manage multiple commitments, demonstrate high attention to detail, and meet tight deadlines
- Prior experience recruiting for corporate roles
- Demonstrated ability to recruit on both a local and national level for a broad range of positions and with varying levels of senior leadership