



Talent Development Specialist

The Company: There is a measurable amount of satisfaction in knowing that your ideas, talents, and experience can make a difference. Advantage Sales and Marketing, LLC (ASM) and our companies embrace diversity and the development of a performance driven culture and company. ASM is a leading sales and marketing agency specializing in outsourced sales, merchandising, category management, and marketing services to manufacturers, suppliers, and producers of food products and consumer packaged goods. ASM services a variety of trade channels such as grocery, mass merchandise, specialty, convenience, drug, dollar, club, hardware, and home stores. We strive to attract the most talented candidates to join our team, because we value people as our most strategic and competitive asset. Simply put, we believe in our associates and invest in them accordingly.

The Position: Assist in the creation/design, coordination, support and maintenance of a variety of soft and technical training programs based on the needs of the Company. Organize and complete administrative tasks associated with Company-wide training programs. Maintain the Talent Development Website.

Position Overview:

- ACES coordination and correspondence
- Training program logistics and coordination
- Department budgeting and invoice processing
- Richardson course coordination and management
- enCompass course management (roster mgmt, enrollments, course descriptions, etc.)
- Job Aid design
- Program maintenance
- Forum coordination and assistance
- Tuition reimbursement management
- Project management support

Skills Required:

- Ability to multi-task
- Attention to detail
- Good writing skills
- Political savvy in dealing with senior leaders
- Intermediate of higher Excel knowledge and experience
- Word and PPT knowledge and experience

Other Responsibilities:

Project Support

- Assist in developing learning solutions for various Talent learning programs including creating job aids, training materials, story board reviews. Etc.
- Assist in testing online learning programs and tools as needed
- Support development and facilitation of Train-the-Trainer programs across the organization

- Assist in facilitating various training classes as needed
- Back up support for department Admin as needed

Program Administration

- Manage sexual harassment training program
- Manage department led Webinars and all Webinar processes
- Manage other programs as assigned

Divisional Trainer Support and Coordination

- Manage communication and support to divisional trainers
- Coordinate LMS and Talent Mgmt support among divisional training teams

Team SharePoint & Website

- Maintain and coordinate all team SharePoint workspaces, shared calendars and documents
- Maintain and update Talent Development website and content

Qualifications:

- Bachelor's degree or equivalent combination of education and related experience.

Experience:

- Minimum of 3 years of learning or training experience.
- Strong interpersonal communication skills are required in order to work with all levels of the organization, along with exceptional written, verbal, and platform skills.
- Strong understanding and ability to apply concepts of instructional design and adult learning methods
- Proficient with MS Word, Excel, and PowerPoint.
- Ability to organize, prioritize, and allocate workload for optimum efficiency.
- Ability to maintain strict confidentiality and discretion.
- Ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Ability to resolve conflict appropriately and effectively resolve problems.
- Sets a good example for others as a role model.

Laurie Henderson, Talent Acquisition

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Principals only please

Advantage Sales and Marketing, LLC is an Equal Opportunity Employer and values workplace diversity.