

HR Specialist- Training and Retention Emphasis

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs. Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun.

To learn more about what it is like to work at Bluebeam, watch our recruitment video:
<http://www.bluebeam.com/work-at-bluebeam>.

Bluebeam has an immediate opening in our Pasadena, CA headquarters for an HR Specialist. The ideal candidate will have 2-5 years of HR experience (preferably in a small business environment), will enjoy working with a diverse group of people, and will excel at planning, organizing and directing a wide range of training activities. In addition, our specialist will:

- Help maintain an employee-oriented company culture that emphasizes quality, creativity, continuous improvement, and high performance.
- Recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Develop solutions to problems/challenges by collecting and analyzing information; recommending courses of action.
- Partner with management to research and communicate policies, procedures, and programs.
- Confer with management and analyze training needs to develop new training programs or modify and improve existing programs.
- Conduct orientation sessions and arrange on-the-job training for new employees.
- Generate and/or coordinate effective training materials and classes.
- Assist with organizational and space planning as requested.
- Maintain and coordinate employee recognition programs, employee activities and employee events.
- Assist Talent Manager with recruitment for all openings as requested, including reviewing resumes, interviewing, and attending career fairs.
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value.

We are a proactive, positive, tight-knit team with a great sense of humor and passion for our work. Our next HR team member needs to exhibit these qualities as well as have the following:

- Approachable, friendly and positive nature.
- Ability to convey information to others effectively, both verbally and in writing.
- Experience training both one-on-one and in a group setting.
- Ability to teach material so that it appeals to a wide range of learners, as well as ability to adjust approach and content as necessary to best meet the needs of varying audiences.
- Experience establishing trust and respect with employees.
- Keen social/emotional awareness and outstanding interpersonal skills.
- Tact, and the ability to deal with difficult situations in a calm and helpful manner.
- Strong judgment and decision-making skills, including the ability to use logic and reasoning to evaluate problems.
- Strong diplomatic and mediation skills.
- Pro-active, self-motivated personality.
- Outstanding organizational skills.
- Strong comfort with technology, including an affinity for learning new programs.
- Ability to work with employees at all levels.
- Knowledge of and ability to research employment legislation.
- Bachelor's degree or higher.

If you think you are a good match for the Bluebeam team, please send your cover letter and resume to work@bluebeam.com :

Please Note:

- Pay rate: DOE
- Position is located in Pasadena, CA.
- Must be able to work in the US without employer sponsorship