

## Internal Trainer/HR Specialist

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 who will focus primarily on internal technical training**. The ideal candidate will have **2-5 years of HR and/or training 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.

### Responsibilities:

- 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.
- Help maintain an employee-oriented company culture that emphasizes quality, creativity, continuous improvement, and high performance.
- 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.
- Recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- 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 meet the following **requirements**:

- 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.
- Strong comfort with technology, including an affinity for learning new programs.
- Experience establishing trust and respect with employees.
- Keen social/emotional awareness and outstanding interpersonal skills.
- Strong judgment and decision-making skills, including the ability to use logic and reasoning to evaluate problems.
- Pro-active, self-motivated personality.
- Outstanding organizational skills.
- Ability to work with employees at all levels.
- 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](mailto:work@bluebeam.com):**

**Please Note:**

- Pay rate: DOE
- Position is located in Pasadena, CA.