

Manager of Workforce Development

Columbia Construction Company, a leading Boston-based construction management firm, is seeking a **Manager of Workforce Development** to join our Human Resources Team. The Manager of Workforce Development will report to the Director of Human Resources & Training and provide support to the HR team, as well as department leaders. Important qualifications include attention to detail, the ability to multi-task within a fast-paced environment combined with the capacity to handle and prioritize many concurrent projects and work independently or with a group.

Typical Duties

Recruiting

- Capture overall staffing needs
- Profiling positions (overall needs)
- Initiate/manager job postings
- Coordinate with recruiting firms
- Identify/coordinate Job Fairs
- Create and maintain an Applicant database
- Respond to all applicant inquiries
- Filter/screen applicants
- Coordinate / schedule interviews
- Conduct interviews, if requested by hiring manager
- Assist hiring manager in negotiating offers
- Create / send Offer Letters
- Send the PI Survey to job candidates
- Assist hiring manager by providing them with job candidate's PI reports and PI training.
- Remain informed on PI software, process, or feature changes.
- Manage the Employee Referral Program
- Create / manage Affirmative Action Plan
- Create / manage Diversity Plan
- Manage the Co-Op Program

Employee Engagement

- Manage/coordinate employee On-Boarding processes.
- Promote employer branding
- Create involvement in Community Outreach
- Assess, measure and track employee engagement
- Identify opportunities for improving employee engagement.
- Coordinate and conduct Exit Interviews
- An active member of the Columbia Wellness, Columbia Cares and Events committees

Training/Development

- Manage Mentor program
- Develop / Manage training programs
- Assist as needed with the coordination of Work Force Training
- Assist operations with Project Management Training
- Oversee Internal & External continuing education
- Identify training needs for employee career & professional development
- Create and maintain Job Descriptions
- Conduct employee surveys.

Standard Qualifications and Requirements:

- Bachelor's Degree in Human Resources Management, Business or related degree
- 5 -10 years of direct experience managing workforce development
- Strong analytical and problem-solving skills, with the ability to think strategically.
- Comfortable managing difficult situations, showing a high level of professional maturity, resiliency and adaptability.
- Proven ability to develop strong, respectful relationships, to inspire confidence and to build trust.
- Proficient in Microsoft Office, Excel, Word and Power Point, employee data management systems, and able to learn new software programs.
- Excellent oral and written communication and interpersonal, customer service, time management, and project management skills.
- Knowledge and familiarity with federal and state employment law in Massachusetts
- Prior experience working with and contributing to a diverse workplace

If you're interested in joining our team, please send your resume to hr@columbiacc.com with ***Manager of Workforce Development*** in the subject line.