**Rock River Valley Blood Center**

**HR and Training Coordinator - Assistant**

* *22-Sep-2023 to 22-Oct-2023 (CST)*
* *Human Resources*
* *Rockford, IL, USA*
* *16.80-21.00 per hour*
* *Hourly*
* *Full Time*

**Looking to put your excellent administrative support, customer service and attention to detail skills to work in a fun, friendly, team-oriented environment? Do you want to be part of making a difference in our communities and in the lives of others? Come take a look at us today!**

RRVBC is looking for a HR and Training Support Coordinator. This position provides administrative HR and Training support to the Human Resources and Administration team, Quality, department trainers, management and employees. Position administers training activities and programs, such as assigning training, tracking annual competencies, department modules and completed training coursework. This position follows established HR and Training processes and helps ensure regulatory compliance. Position actively participates in new employee orientation, routine training programs, employee committees and events as assigned.

Successful candidate will maintain a high level of confidentiality, business savvy and professional etiquette at all times and have excellent customer service and HR/Training Administrative support skills. Strong written presentation and verbal communication skills along with strong interpersonal skills, attention to detail, multi-tasking and time management skills required. Strong proficiency in Microsoft Office including Word, Excel and PowerPoint. One plus years' hands-on experience and working knowledge in an administrative HR or Training support role along with Associates Degree in business administration, HR or related field preferred.

This position is full-time working approximately 30-32 hrs/week during regular business hours Monday-Friday.