

Barr Engineering Co.

HR Training Assistant—Meeting & Event Coordinator: Minneapolis, MN

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The person in this position will work as part of the human resources (HR) training and development and staffing teams. Responsibilities will include coordinating meeting and event logistics for corporate training events, college career fairs, intern events, and other employee-related events as needed, and providing administrative support for Barr's training and development and college relations efforts. The individual in this position will work with a wide variety of program managers, instructors, vendors, educational institutions, and learners throughout the training and college career fair cycles. Tasks include communicating with participants, sending invitations, organizing registration, coordinating catered food and room setup, hosting meeting technology, preparing and distributing evaluations, and performing class and event close-out in the human resources information system (HRIS) system. Primary responsibilities include:

Training events

- Working with program owners to develop accurate course information and entering that information in the HRIS training records module
- Taking hands-on responsibility for corporate training sessions to assure appropriate room and resource setup, catering, materials preparation, and participant sign-in and registration. This task will also include coordinating with administrative resources in other offices to assure smooth program delivery in all locations
- Maintaining an organized repository of class materials, logistical notes, and feedback output to assist program owners in evaluating training course effectiveness and updating course content for future sessions
- Maintaining accurate employee training records by gathering attendance rosters and closing out completed courses in the HRIS in a timely manner
- Reviewing staff requests for individual education account (IEA) funding, and referring questions about funding requests to the training and development (T&D) coordinator, or other specialists, as warranted
- Preparing weekly communication to staff about upcoming training opportunities
- Running reports in HRIS to track and evaluate training information as requested

- Advising practice groups, business units, and others on how to prepare and host training events not offered as part of the corporate T&D curriculum, and providing assistance in hosting their events, as workload allows
- Providing clerical support including filing, preparing spreadsheets, surveys, and creating other documents.
- Supporting the annual training calendar development process
- Participating in T&D continuous improvement efforts Providing administrative support for the T&D manager and coordinator as requested

College and intern events

- Monitoring deadlines at target schools, registering for events, and providing key information to staffing coordinators and other stakeholders
- Working with college relations coordinator, other HR staff, career fair attendees and intern coordinators to register and confirm Barr's participation in recruiting events
- Developing and maintaining calendar of events and activities and documenting and tracking distribution of materials needed at each event
- Anticipating questions and providing career fair attendees with information and resources to assist them with event logistics
- Surveying career fair participants and candidates, and summarizing best practices and recommendations for improvement
- Planning and coordinating summer intern events as directed by college relations coordinator
- Recommending process improvements to streamline efforts

Minimum qualifications

- ◆ Post-high school training or education in training and development, event coordination, communications, and/or office administration
- ◆ Three years of experience in a meeting coordination role, preferably in a training or educational setting
- ◆ Strong skills in Microsoft Outlook, Word, PowerPoint, and Excel, including experience summarizing information, developing Excel spreadsheets and graphs, coordinating multiple calendars and resources, and preparing participant communications
- ◆ Strong organizational and prioritization skills
- ◆ Resilience in the face of challenges, with strong client service focus, and a willingness and ability to change focus, and renegotiate and reprioritize tasks to balance multiple client needs under tight deadlines
- ◆ Meticulous attention to detail with timely, accurate, and dependable follow-through on requests
- ◆ Process improvement orientation

- ◆ Ability to work with partially complete information, identifying, pursuing, and confirming necessary data from others in order to complete tasks
- ◆ Positive, diplomatic oral and written communication skills
- ◆ Self-sufficiency and ability to complete tasks with little to no supervision
- ◆ Ability to safely bend, lift, and move up to 20 pounds to rearrange tables and chairs and transfer materials from room to room
- ◆ Prior experience setting up and troubleshooting audiovisual and online meeting tools while hosting meetings across locations
- ◆ A flexible working style and willingness to occasionally modify working schedule as required to meet project deadlines and/or client needs
- ◆ Legal authorization to work in the United States without the need for sponsorship
- ◆ Acceptable driving record or demonstration of reliable access to work location

Preferred qualifications

- ◆ Familiarity with HRIS and/or learning management systems
- ◆ Experience with engineering, professional services, or consulting firms
- ◆ Experience with budget monitoring and reporting
- ◆ Experience coordinating training events and college and intern events
- ◆ Experience with WebEx, Skype for Business, and polling PowerPoint software, and expertise in troubleshooting meeting technology

Barr Engineering Co. reserves the right to consider other legitimate, non-discriminatory factors that are not specifically listed.

We require proof of eligibility to work in the United States.

Barr strives to make www.barr.com accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance with completing the application process, please call 952-832-2600, or toll free at 800-632-2277.

Barr is proud to be an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sexual orientation, age, national origin, disability, protected veteran status, or any other lawfully protected status.