



Overview

At O'Shea Builders, **our passion** for building **comes from within**. Whether it's constructing spaces perfectly suited for healing, teaching students, or serving customers, we are driven to help our clients accomplish extraordinary things. But that only happens because we are committed first to building an extraordinary team of professionals. **Working at O'Shea means** that you have the opportunity to be part of a highly skilled group of people who are sincerely committed to professional excellence, client service, and a whole lot of fun. If you are a motivated Employee Development/Organizational Development professional, we have a fantastic opportunity for you that includes **challenging work** in a **great environment**.

What You'll Do

As Assistant Director of Employee Development on the O'Shea team, you'll be responsible for helping to **build our team**, both professionally and personally. Specifically, we'll look to you to assist the Director of Employee Development in leading, planning, coordinating, and delivering company-wide solutions in the following areas, new employee recruitment, onboarding, training, leadership development, employee development, and performance management. You'll also serve as our HR generalist.

Specifically

You'll assist the Director in **key areas**:

- Developing talent development programs and initiatives
- Talent performance management and assessment
- Succession planning and Recruitment
- Onboarding
- Team building and employee engagement

You'll also:

- Develop, design, and/or facilitate professional development content on behalf of the employee development function, including:
 - Leading or assisting in the development of various talent management/development initiatives.
 - Facilitating and providing training to various employee groups, and/or identifying appropriate training professionals.
 - Collaborating with internal/external customers and SMEs to ensure the deployment of relevant learning solutions.
- Assist in recruiting and selecting employees including posting job openings, working with recruiting firms, screening resumes, administering interview assessments.



- Assist in administering the onboarding/performance management/LMS system
- Research and identify industry best practices for employee and organization development.

What We're Looking for in You

- Strong learning orientation and mindset.
- Strong critical thinking and problem solving capabilities.
- Solid ability to facilitate group discussion, and perform diagnostic and interventional strategies.
- Demonstrated experience with performance and talent management.
- Demonstrated knowledge of organization development/employee development best practices.
- Understanding of organizational and needs analysis and employee engagement best practices.
- Understanding of adult learning styles and interactive training methods.
- Excellent interpersonal communication and influence skills.
- Excellent presentation, facilitation, written and verbal communication skills.

Qualifications

- Bachelor's degree in Organization Development, Management, Psychology, Communication, or related field is required.
- 5+ years' related experience in a multi-site organization.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

How You'll Grow

- A professional development plan will help you identify specific **goals** that you want to achieve as a professional.
- Access to technical as well as management and leadership programs offered through **O'Shea University**.
- Connection to a network of **motivated peers**, colleagues, and coworkers.
- **Opportunity** to learn directly from experts in the commercial construction field.
- Interesting, hands-on responsibilities.

What You'll Get

- **A Lively Culture:** Volleyball, Basketball, and Ping Pong games, access to our well-equipped fitness center and on-site personal trainer, the annual O'Shea Team Appreciation party, the "O'Shea Outrageous Games," which you just have to experience, and more.
- **Casual Dress:** Every day is "Casual Friday."



- **Encouraging Environment:** You'll grow and learn in a supportive atmosphere.
- **Competitive Wage:** We attract the best and we pay them well.
- **Convenience:** This position is located on the west side of Springfield with easy access to shopping, the Sangamon Valley Bike Trail, and Interstates.

Interested?

Contact Tess Fyalka, Director of Employee Development and Engagement at tfyalka@osheabuilders.com or 217-210-0186. Visit our website at www.osheabuilders.com