

We're Hiring

HUMAN RESOURCE DATA AND TRAINING SPECIALIST

Wolf River Development Company

Second Posting: Open to the public.

Closing Date: September 18, 2025

Minimum Pay Rate: \$22.00

Status: Regular Full-Time Hourly

General Overview of Job

The Human Resource (HR) Data and Training Specialist, under the direct supervision of the Human Resource Manager of Wolf River Development Company. This dual role managing the integrity of HR data systems and delivering high-quality training and development programs. The direct supervisor will Human Resource Manager. This position supports organizational goals by maintaining HRIS/LMS accuracy, developing training materials, analyzing workforce and learning data, and enhancing employee capabilities through structured learning initiatives.

Essential Functions

- Maintain and update employee data across HR systems.
- Assist in compiling data for audits, surveys, and compliance reporting.
- Provide insights and recommendations based on data analysis to improve HR programs
- Work closely with Admin, IT, Retail, and Operations to ensure data integrity and process alignment
- Help ensure data privacy and confidentiality in line with HR policies and relevant regulations.
- Act as a backup to the payroll system during absences or peak processing periods.
- Assist with payroll data entry, employee timesheet verification, and audit reports.
- Support resolution of payroll discrepancies in collaboration with payroll and finance teams.
- Design, deliver, and evaluate training programs to support employee development, compliance, onboarding, and performance improvement
- Collaborate with department managers to identify training needs and tailor content accordingly
- Communicate throughout the whole organization and with external vendors.
- Develop digital training resources; videos, guides, presentations, or e-learning modules.
- Track training attendance, completions, and feedback to assess effectiveness and improve future Collect and analyze HR-related data.
- Help assist facilitating employee recognition programs and coordinating wellness programs.
- Support compliance by monitoring and maintaining accurate training and personnel data
- Performs other related duties as assigned.

Minimum Qualifications

Associate's degree in Human Resources, Business, or Data Analysis and strong experience may be accepted in lieu of bachelor's degree. Preferred Bachelor's degree in Human Resources, Business, Education, Data Analytics, or related field. Two to four years of experience in HR, training & development, or HR analytics.

Other Skills, Knowledge, Abilities

- Excellent written and verbal communication skills.
- Ability to design, develop, and deliver training programs.
- Strong ability to collect, interpret, and present data to identify trends, and gaps.
- Evaluate training effectiveness using metrics and feedback for improvement.
- Knowledge of data privacy regulations and ethical handling sensitive information.
- Skilled in planning, organizing and tracking progress for reporting.

Behavior Expectations

Must be able to maintain a positive, professional relationship with coworkers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.




Full-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Health, Rx, Vision & Dental
- Flex Spending Account (FSA)
- Basic Life Insurance
- Short Term Disability
- Long Term Disability
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

 www.wolfriverdevelopment.com

 W2828 Go Around Road, Keshena WI
Administration Offices - Third Floor



WOLF RIVER
DEVELOPMENT COMPANY

Mission: To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

Vision: To develop opportunities through sustainable profits.