



JOB DESCRIPTION

Position: Human Resource Generalist
FLSA Status: Exempt
Type: Full Time
Reports to: Director of Human Resources

Position Summary –

Provide day-to-day administration of all Human Resources activities for the Company.

Essential Duties and Responsibilities –

- Maintain and preserve all Company personnel records in accordance with record retention standards and requirements
- Oversee ongoing maintenance of employee records and update employee information as needed
- Support recruitment process as needed including managing applicant flow for open positions, candidate communication, interview scheduling and offer letter generation
- Conduct initial phone interviews for field labor applicants
- Prepare and conduct new hire orientations: Prepare all onboarding documents in HR module, prepare new hire orientation packet. Also, coordination of IT equipment, ordering Personal Protection Equipment (PPE), company swag and coordination with new employees assigned project staff.
- Review and process various employee benefit enrollments changes or cancellations
- Address daily correspondence with employees on matters relating to Human Resources (pay, benefits, reviews, leave, vacation, disciplinary action, termination, etc)
- Annual EEOC reporting
- Monthly billing audits of all health and welfare benefits
- Assist employees with FMLA or WA Paid Family & Medical Leave paperwork
- Manage and update Company personnel forms to ensure adherence to Company procedure and regulatory requirements
- Create and distribute internal communication regarding status changes, benefits, or company policies
- Track and schedule annual reviews and requesting confidential performance reviews
- Process all termination requests and close out information
- Update the ViewpointOne system with any updated paperwork or processes
- Create bonus and transition letters when needed
- Manage employee directory (Pingboard) movement and changes
- Responsible for vacation request tracking, as well as vacation accrual and usage tracking
- Respond to Employment Verification requests for current and previous employees
- Track and process education reimbursements and employee referral bonuses
- Coordinate and provide oversight for all Summer Internships
- Plan and track labor movement for all jobsite personnel
- Visit jobsites at least once a quarter
- Respond to all inquiries that come in from the HR or Info email address



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Office Administration Responsibilities –

- Monthly birthday gift ordering and distribution
- Provide occasional support or as back up as needed for office administration duties, which may include:
 - Opening and distribution incoming mail
 - Kitchen: Restocking items, coffee machine maintenance and stocking, etc.
 - Maintaining conference rooms
 - Assisting with Company events as needed
 - Other duties as assigned

Safety Administration Responsibilities –

- Manage all workers compensation claims, work with 3rd party Workers Comp Administrator, communicate to injured employees on their claims, health & wellbeing, etc.
- Track and review all accident & injury packets to ensure protocols are followed
- Review and complete all paperwork sent in by Labor and Industries
- Complete annual OSHA reporting
- Track all field safety and training certifications and send out monthly report
- Create certifications cards as needed
- Assist employees on getting signed up for safety courses

Other Duties and Responsibilities –

- Work with Director of Human Resources in a regular review of benefit policies and plans for compliance with regulatory requirements and market competitiveness
- Assist Payroll Manager as needed during payroll processing
- Work with CFO, Controller, IT Manager and Executive Assistant as needed
- Continuing education in local / state / federal Human Resources guidelines / regulations / best practices

Qualifications –

- 4+ years' experience in Human Resources
- SHRM-GC certification preferred
- Ability to display integrity, professionalism, and confidentiality at all times
- Ability to manage time and deliverables with precision, speed, and efficiency
- Analytical and problem-solving skills with ability to make sound, informed decisions
- Strong communication and interpersonal skills
- Self-motivated with strong organizational skills and integrity
- Solid understanding of federal / state / local employment regulations and employee rights