

# **Human Resources Generalist**

## **Company Overview:**

Award winning national general contractor provides excellent opportunity for an HR Generalist within our company. Our services include remodels, rollouts, tenant improvement, FF&E installations & programmatic maintenance, and ground-up construction. We are located in Chesterfield.

## **Job Responsibilities:**

- Determine training needs for the company, develop the programs and train employees within the company
- Work with the HR Manager to develop, design and implement a new benefit program during renewal period
- Promote employee engagement/ retention through various means
- Lead the Positive Work Environment program and coordinate various events for the company
- Improve manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees or work with the HR Manager to resolve issues.
- Partner with the department manager to address and mediate employee escalated disputes
- Consult with the HR Manager on legal matters that could potentially put company at risk
- Monitor all HR processes and ensure that the company is in compliance with all local, state, and federal laws and company policies and standards and advise supervisors appropriately.
- Manage employee leave by providing employee with necessary paperwork to qualify the leave, process information, track and communicate necessary information
- Manage the unemployment claims and employment verifications

## **Knowledge, Skills and Abilities:**

- Bachelor Degree in Human Resources or related field
- At least 3 years of generalist experience in Human Resources with advanced experience in training and development, benefits, employee relations and employment laws (state and federal)
- Intermediate experience in Microsoft Office products: Word, Excel, Outlook, Power Point and Internet
- Ability to effectively present information and train groups of employees and managers
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Strong written/oral communication skills
- Ability to work independently and establish priorities
- Ability to maintain confidential information
- Excellent customer service and interpersonal skills
- Ability to multi-task
- Excellent organizational and prioritization skills
- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.

This position offers full benefits which include: competitive salary, excellent work environment, comprehensive health benefits, escalating vacation plan and 401K with employer contribution. If interested, please submit resume via email at [officehrmanager@gnhservices.com](mailto:officehrmanager@gnhservices.com).