



HR Partner

H&E Equipment Services is one of the largest integrated equipment companies in the nation that provides the higher standard in equipment sales, rental, parts, and service. With locations across the United States, we pride ourselves on being an equipment company, run by equipment people. We leverage our national portfolio of equipment with a local approach to provide reliability, fair prices and the support of a first-class service team. Where others stop, we continue.

The **Human Resources Partner** will be responsible for supporting the HR and Talent Acquisition department with administration of the day to day operations and for providing HR support to the field locations.

Job Requirements:

- 2+ years of general business experience with a working knowledge of Human Resources and Talent Acquisition practices and procedures
- Strong data entry and excellent computer skills, including Word, Excel and PowerPoint is required
- Excellent interpersonal skills including verbal and written communication skills
- General knowledge of various employment laws and practices
- Supports HR department with general administrative duties
- Excellent organizational and time management skills
- Strong interpersonal and communication skills
- Additional duties as assigned
- High School Diploma is required

Preferred Qualifications:

- Bachelor's Degree is preferred; prior experience in Human Resources will be considered in lieu of college degree
- Prior experience with Workday is highly desired
- Prior experience with ADP or other pre-employment background vendors is also preferred
- Experience in a customer service oriented environment is a plus
- Ability to exhibit a high level of confidentiality and discretion

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EOE/AA Disabled/Veterans