



HR Generalist

Department: Human Resources

Reports To: Chief Financial Officer

Company: Hawk Industries Holding Company

SUMMARY

Responsible for all aspects of human resources and payroll for the parent company and all subsidiaries. This includes policy development, maintenance and compliance, HR record retention and maintenance, coordination of all benefit plans, recruitment strategy and execution, on-boarding, and payroll processing and reporting.

COMPANY DESCRIPTION

We are a newly formed construction and industrial services company focused on heavy civil road and bridge construction as well as industrial services. This position will report directly to the CFO and will have growth potential as the company grows. We operate through several subsidiary companies with a current workforce of approximately 30 employees expected to expand to 100 by the end of 2017. As a member of a start-up company, this position will have direct exposure to senior executives on a daily basis and will be exposed to multiple aspects of the business.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adhere with accuracy to strict requirements and deadlines; complete weekly, monthly, quarterly, and annual tasks as related to workforce planning, payroll processing or benefits administration.
- Maintain knowledge of legal requirements and governmental reporting regulations affecting human resources function and ensure policies, procedures, and reporting are in compliance.
- Administer aspects of the pre-hire stage with candidates that may include: recruitment strategies, development of job descriptions, screen potential candidates, preparation of offer letter to selected candidate; correspond directly with candidate regarding pre-employment requirements; liaison with the hiring manager throughout the process; collect new hire packet materials & forms; ensure proper enrollment in benefit plans.
- Maintain records and electronic personnel files as well as any other relevant documents or correspondence.
- Respond to managers or employee general inquiries regarding policies, procedures, and programs.
- Assist in the administration of performance appraisal annually or as needed basis in the event of performance issues or misconduct.
- Assist and/or directly engage in the administration of benefits programs such as life, health, dental, disability, retirement plan, vacation leave, leaves of absence, and other employee programs.
- Prepare and/or review payroll processing reports, seek approvals, and notify Finance of appropriate funding levels as required.
- In the event of workplace accidents, prepare for reporting to insurance carrier and manage absences from work; notify HSE officer for filing of required workers compensation forms or other as required.



- Prepare employee separation notices and related exit documents, conduct exit interviews, and report any trends to appropriate Managers and/or CFO.
- Continuously look for ways to recommend improvements to streamline the HR processes.
- Additional duties as assigned.

REQUIRED EDUCATION AND/OR EXPERIENCE

Bachelor Degree in HRM or equal relevant experience

Minimum one (1) to three (3) years relevant work experience in human resources

INQUIRIES

Please send all inquiries to the following. Must include resume detailing education, work experience and references. References will not be contacted without prior discussion with candidate.

By email to: dannykeaton@hawkind.com

Annual salary range for this position is \$35,000 to \$45,000.

Position available for immediate hire.