Construction Human Resources Manager

We are looking for an efficient and highly organized Human Resources Manager to ensure our company's compliance with federal and state employment laws, and take on full-ownership of all things HR.

The ideal candidate will possess in-depth knowledge of human resource management and strong employee relations experience, a strategic thinker and problem-solver with excellent communications skills.

Responsibilities:

* Coordinate full-cycle recruitment process: prepare & post open positions; screen candidates; coordinate virtual and in-person interviews

* Coordinate and conduct new hire orientations and exit interviews/off-boarding

* Manager HRIS system (BambooHR)

* Coordinate company events/activities and support/engage in a trusting & fun work environment

* Update and maintain employee handbook for state & federal compliance

* Advise and coach management staff in supervisory techniques

* Build trust with staff and be an active listener and effective problem solver

Qualifications:

* 5+ years HR experience

* Construction experience a plus

* Knowledge of local, state & federal labor laws, statutes & regulations

* Proficient with Microsoft Office 365 (Word, Outlook, Teams, Excel)

* Knowledge of HRIS & Payroll systems (preferably BambooHR & Foundation)

* Excellent written & verbal communications skills and ability to respond promptly to managers and employees calmly and with confidentiality

* A can-do, problem solving, good judgment and decision-making skills

* Thorough knowledge of employment- related laws and regulations

* Ability to diagnose problems, identify and drive appropriate solutions

Job Types: Part-time, Contract