



## HUMAN RESOURCES GENERALIST

**RFB Construction** is currently seeking a positive and extremely motivated **Human Resources Generalist** to join our team! Successful candidate will have verifiable experience in Human Resources. This is a full-time position with opportunities to grow, learn and possible advancement. Drug screen and criminal background check is required.

**RFB Construction** is at the forefront of contracting firms primarily in highway and road construction. We offer deep expertise in seeding/erosion control, site concrete and grading/site work. Our mission is to assist and fulfill our clients' needs as a General Contractor while meeting or exceeding their DBE goals.

### Essential Job Duties

- Assists in carrying out various human resource programs and procedures for all company employees.
- Participates in recruitment efforts for exempt and nonexempt personnel (excluding managerial levels and above); maintains applicant flow logs.
- Conducts new-employee orientations; administers pre-employment tests; conducts reference checks.
- Assists in reporting and completing EEO-1 annually for management review and filing; maintains applicant and current employee EEO records.
- Assists in organizational training and development efforts.
- Maintains human resource information system records and compiles reports from the database as needed.
- Is versed in employment law and ensures company remains compliant at all times
- Maintains social media sites
- Assist with Safety and order supplies needed
- Schedule and attend job fairs and career fairs including virtual/online recruiting.
- Performs other related duties as required and assigned.

### Qualifications

- HR candidate must be professional and ethical
- Must be able to document efficiently and be confidential.
- Must have good communication skills
- Critically evaluate situations as they arise
- Be organized and able to complete tasks in a timely manner
- Computer experience including MS Word, Excel, PowerPoint and other HR software.
- Experience interviewing and hiring employees is mandatory.
- Must be assertive, reliable and able to work independently.

### Required Education and Experience

- High School diploma or equivalent required.
- Three to five years' experience in HR or as an administrative assistant with HR experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested candidates should send resume to Human Resources at [HR@fbconstructionco.com](mailto:HR@fbconstructionco.com)

EOE M/F/D/V