

JOB TITLE: Senior Human Resources (HR) Generalist

The Senior Human Resources Generalist role develops and leads talent recruiting, retention and compensation strategies for Midwest Mechanical Solutions (MMS). On the recruiting front, this role will work closely with the leadership team to build a talent strategy and a campus recruiting program, and execute recruitment programs for the business. Additionally, this role will be integral in designing and executing HR programs such as onboarding, compliance, internships, career development, benefits administration and learning and development. If you're exceptionally organized, personable, have incredible drive, and have prior experience within a recruiting or HR team, we're looking for you!

What you'll do:

Human Resources Activities

- Promotes and champions the company's mission, vision, and culture by integrating the company's fundamental beliefs in all programs and policies.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed. Develops and executes HR programs and initiatives as needed, especially in key areas relating to onboarding, employer branding, and, learning and development
- Work with HR vendor to manage employee files and employee lifecycle, from onboarding to terminations
- Manages all employee benefits including medical, HSA, dental, vision, PTO and 401(k)
- Oversees and directs annual benefit renewal process to include strategy surrounding carrier selection, benefit offerings, employer contribution levels, etc.
- Oversees company's Safety Committee. Develops, implements, communicates and enforces company safety policies and best practices, manages OSHA compliance

Ongoing Recruiting Activities

- Support all departments, including engineer, sales and marketing, operations, and customer service
- Act as a business partner and resource to hiring managers throughout the recruiting process
- Post open positions, review applications, conduct phone screens and interviews while ensuring a great candidate experience.
- Manage the interview process: conducting interviews for our hybrid WFH environment, ensuring the process runs smoothly and hiring teams can effectively assess applicants' knowledge, skills, and experience to best suit open positions.
- Work with hiring manager to execute job offers
- Provide strategic sourcing for top talent, oversee all interviews and handle the full recruitment life-cycle

Campus Recruiting Activities

- Establish campus recruiting program, building partnerships with targeted colleges and universities

- Build on-campus presence. Coordinate campus engagements, including speaking opportunities and career fairs.
- Create and execute a meaningful internship program for our intern community by creating opportunities to gain relevant work experience, coordinating learning opportunities, and facilitating other engagement activities

You'll love this job if you're:

- **A talented juggler.** You successfully manage competing priorities, and you make it look easy
- **Passionate about employee engagement and recruiting.** You're consistently brainstorming new ways to raise the bar on both the employee and candidate experience
- **Flexible.** You can change direction quickly and easily adapt to curveballs
- **Comfortable in a fast-paced, fluid environment.** You're calm under pressure and think quickly on your feet
- **Adaptable and ambitious.** You will enthusiastically take on other assignments as needed to support your team!

What you'll need:

- At least 4+ years of experience in recruiting, preferably with some campus recruiting experience
- HR generalist experience a plus, as is experience in manufacturing or sales environment
- Expertise in time management
- Outstanding interpersonal skills
- Ability to handle confidential information carefully and professionally
- Strong written and oral communication skills
- Exceptional attention to detail and impressive organizational skills
- Ability to manage multiple initiatives and responsibilities in parallel
- Occasional overnight travel may be required for campus recruiting events