

## HUMAN RESOURCES GENERALIST

JAG Companies is a family of 3 heavy civil general contractors Northeast Remsco Construction, Inc, Caldwell Marine International, LLC & Huxted Trenchless, LLC with the corporate office located in Monmouth County. We are looking to hire a full-time **Human Resources Generalist** reporting to our HR Director. The **Human Resources Generalist** will perform professional-level human resources responsibilities in implementing effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization and assess company-wide development needs to drive training solutions for employee development and enhance performance, provide benefits administration, and employee data management.

### DUTIES AND RESPONSIBILITIES

- Implements all phases of the recruitment process by collaborating with department managers to identify and draft detailed and accurate job descriptions and hiring criteria, identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization, screens applications and assists with selecting qualified candidates, coordinates Predictive Index assessments, schedules and conducts interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and HR Director during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Coordinates and participates in career fairs.
- Facilitates the onboarding, new hire documentation compliance, eVerify, system data entry through the separation process, maintaining employee files and any other HR related documents in a high quality, confidential manner.
- Process benefit administration of new hire benefits enrollment and any changes (adding/deleting dependents, beneficiary and address changes, etc.), along with assisting employees with benefits/claims questions and issues, benefit plan monthly invoice reconciliation and processing annually Form 1095-C .
- Assist in the development & manages the professional development process by planning and organizing employee development and training events & conducts follow-up reviews of all completed training to evaluate and measure results.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Perform other related duties as required in support of the day-to-day administration and operations of the Human Resources Department.

### QUALIFICATIONS

- Excellent verbal and written communication skills.
- Proactive and independent with the ability to take initiative.
- Strong attention to details & accuracy with excellent time management skills and proven ability to meet deadlines.

- Upholds integrity and confidentiality in all employee-related aspects.
- Familiarity with laws, regulations, and best practices applicable to employment.
- Proficient with Microsoft Office 365 or related software.
- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- 5+ years in all phases of human resources highly preferred, construction industry experience & SHRM-CP a plus.

Please submit resumes of interest to [jagrecruiting@jaginc.co](mailto:jagrecruiting@jaginc.co)