



Mid Atlantic Mechanical located in Millstone Twp., New Jersey is seeking a Human Resource Manager with 2 + years' experience. Successful candidate will deal with the day-to-day HR responsibilities.

Functional Responsibilities:

- Posting job ads, screening applicants, scheduling/conducting interviews, and confirming references
- Assist and maintain new hire process, including managing the pre-employment process and ensuring new hire paperwork is complete
- Verify, maintain, and file employee personnel documents
- Assist Managers during the employee performance review process
- Respond to employee requests and questions as needed
- Assist with Benefit administration
- Provide administrative & clerical support
- Ensures compliance with all federal, state and local employment laws
- Maintains handbook on policies and procedures

Qualifications:

- *Bachelor's Degree strongly preferred.*
- *Two + years' experience in HR*
- *High level of moral & ethical integrity*
- *Must maintain a high level of confidentiality*
- *Proficient in Microsoft Word, Excel, Outlook*
- *Excellent organizational skills and attention to detail*
- *Strong verbal and written communication skills*
- *Initiative to work independently and multitask to support departmental priorities*

We provide a supportive and encouraging environment for employees to succeed at their tasks and grow as a professional in the Mechanical Contracting Industry. We provide excellent health and dental benefits as well as a 401k retirement plan.

Job Type: Full-time

Salary: \$70,000.00 - \$100,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Millstone, NJ: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Preferred)

Experience:

- Human Resources: 2 years (Required)

Work Location: In person

Any resumes or people interested should email: a.waterman@mamnj.com