

DICKEY ▪ HINDS ▪ MUIR

Incorporated

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March 18, 2015

Subject: Advertisement for Human Resources Professional

DICKEY ▪ HINDS ▪ MUIR Incorporated is seeking a Human Resources professional. Responsibilities include but are not limited to employee relations, recruiting, applicable government compliance, benefit coordination and administration.

1. Develop and maintain effective recruiting strategies for all positions, identify top talent to ensure hiring objectives are met, employee onboarding, outreach, and preparing job descriptions.
2. Establish and maintain relationships effectively with internal teams to promote employee satisfaction and modify management practices.
3. Assist owners to resolve employee relations issues.
4. Serve as liaison to employees, clients, government agencies, etc.
5. Develop, implement, and coordinate employee reviews and succession planning.
6. Coordinate with owners to communicate and carry out HR policies, programs, procedures, laws, standards and government regulations.
7. Research, develop, implement and maintain all HR policies, programs, and procedures including maintenance of DICKEY ▪ HINDS ▪ MUIR Incorporated employee manual.
8. Maintain, research and recommend changes to employee benefits.
9. Coordinate, disperse and collect information for employee benefits programs.
10. Conduct employee off-boarding.
11. Ensure and maintain compliance with federal, state, and local employment law, regulations, etc. including retention standards.
12. Work with owners and business consultants to implement changes to the management of human resources in the course of normal business to support new initiatives or changes in governmental requirements.
13. Actively participate in updating, improving, and documenting processes and procedures.
14. Monitor potential regulatory risks and recommend solutions.
15. Prepare and review periodic reports for governmental compliance.
16. Act as a point of contact for temporary labor services.
17. Assisting the corporate officers with other duties as assigned.

Skills & abilities

1. Knowledge of applicable federal, state, and local laws, rules, pertaining to human resources.
2. Computer skills including Microsoft Office suite and basic office applications.
3. Strong organizational skills with the ability to multitask and prioritize.
4. Oral presentation skills to effectively address groups of diverse ages and backgrounds.
5. Written communication skills to effectively communicate to groups of diverse ages and backgrounds.
6. Ability to maintain confidentiality at all times.
7. Ability to work effectively under critical time factors and adapt to frequently changing work assignments.
8. Ability to prioritize responsibilities and multi-task in a fast-paced environment.
9. Ability to effectively take direction from owners and implement as required.

10. Ability to read, analyze, and interpret reports, procedures, policies, and manuals.
11. Strong problem solving and analytical skills.
12. Strong Interpersonal skills.
13. Detail oriented.

Requirements

1. Bachelor's degree in related field, or equivalent on the job experience.
2. 2+ years experience preferred.

Company History

DICKEY ▪ HINDS ▪ MUIR Incorporated is a commercial general contractor. The corporate office is located in Lincoln Nebraska. Steve Dickey & Steve Burham founded Dickey & Burham, Inc. in 1987. Adam Muir joined the company in 1989 and became a partner in 2006. Don Hinds joined the company in 2006 and became a partner in 2009. In 2014 the name of the corporation was changed to DICKEY ▪ HINDS ▪ MUIR Incorporated to reflect current ownership.

Employee Background

20% of our employees have 15+ years of service with us. We employ laborers, apprentice carpenters, rough carpenters, finish carpenters, welders, concrete masons, millwrights, equipment operators, mechanics, project managers and office support staff. We maintain an average of 55 employees.

Company Services Provided

We routinely provide design build services, project management, construction management, contract administration, temporary enclosures, demolition, excavation, concrete footings, concrete flatwork, masonry, masonry repair, metal fabrications & install, structural steel install, wood & metal framing, siding, interior and exterior trim & finishes, casework modifications and install, roofing, water repellents, insulation, damp proofing, caulking, fire caulking, wood & metal doors, wood & metal windows, door hardware, skylights, drywall, plaster repair, tile, acoustic ceilings, painting, restroom accessories, toilet partitions, visual display surfaces, signage, special application doors, install of most Division 10 Specialties items, install of most Division 11 Equipment items, install of most Division 12 Furnishings items and install of most Division 13 Special Construction items.

We do not self-perform mechanical or electrical. However, we coordinate and manage these and other disciplines.

Mission

We are dedicated to providing a safe, respectful working environment while serving the diverse needs of our community, clients and employees with enthusiasm, innovation and integrity.

Core Values

1. Honest, Ethical, Trustworthy & Fair in all circumstances utilizing high moral values.
2. Ensure a safe working environment for our community, clients and employees.
3. Establish and facilitate positive relationships through experience and understanding.
4. Provide a quality product with dedicated workmanship.
5. Mentor employees to take responsibility for timeliness, attitude and professionalism.
6. Develop and empower the capabilities of all employees.
7. Adaptable & Innovative in a changing industry through education and technology while improving efficiency.