



Human Resources Generalist

At Kidwell, our employees are a top-priority and we are currently seeking a highly motivated and enthusiastic individual to join our Human Resources team. As the Human Resources Generalist, you will have a chance to work across all areas of the company to help drive recruitment of new talent, employee engagement, and retention.

This position will work directly with the Human Resources Manager in the development of effective talent recruitment, and assist in facilitation of employee engagement strategies to cultivate the overall employee experience at Kidwell.

Primary Responsibilities:

- Direct full-cycle recruiting process- Post job openings on company website and various other employment sites, track and sort applications and responses for open positions, schedule initial interviews with selected candidates, administer background checks for post-offer candidates
- Schedule and conduct new employee orientation, pre-employment screenings and onboarding paperwork
- Work directly with department managers to ensure smooth onboarding process, including set up of job site allocation/training plans; ensure work space and proper equipment is prepared.
- Conduct follow-up calls and engagement surveys with new hires to make their transition to Kidwell seamless.
- Facilitate benefits enrollments meetings for eligible new hires, and enter in payroll system.
- Maintain front page of KidwellHub internal site and lobby slideshow for employee announcements, along with regular electronic and in-person communication to ensure clear messaging to staff.
- Coordinate with safety director to create & deliver bi-weekly Tool Talks to job foreman, along with tracking and reporting completion to safety committee.
- Travel to Kearney and Omaha locations on a bi-monthly basis to serve as HR liaison.
- Coordinate with local restaurants and catering venues for pricing and delivery of job-site and office lunches to staff across Lincoln, Kearney and Omaha locations.
- Assist with promotion of employee engagement activities with KidwellCares Volunteer Program & Kidwell Social Committee- including coordinating with outside vendors, promotion of events and opportunities and duties as assigned to increase attendance and make social events successful.
- Other duties as assigned

Qualifications:

- Candidates must possess positive and outgoing attitude, strong communication skills to engage with employees and improve employee experience.
- 2+ years previous recruiting, or related human resources experience preferred, but not required.
- Bachelor's degree required.