John Henry’s Plumbing, Heating, & Air Conditioning Company is a locally, family owned, business. We are experts in repair, replacement, and remodels of HVAC and Plumbing systems. We target primarily residential customers while operating with targeted commercial accounts. Our core focus is exceptional professionals delivering unbelievable customer experiences.

**Hours:**Monday – Friday – Flexible between 6am-5pm; occasional off-shift responsibilities.

***APPLY ONLINE:***[***http://www.jhlincoln.com/apply***](http://www.jhlincoln.com/apply)

**Summary:**

Are you passionate about being a Human Resources professional? Do you seek opportunities to work on a team based on honesty and respect? Do you succeed in fast past environments that are constantly evolving and innovating? John Henry’s is seeking a Human Resources Generalist to grow with our rapidly expanding team. From onboarding to retirement, we are looking for the right person to join on our team to make a lasting impact on our most important asset, our people, through policy development and administration leveraging a web based HRIS.

*The statements below are intended to describe the general nature and level of work in this position. They are not intended to be an exhaustive list of all responsibilities. The position may require that the position perform other duties as assigned.*

**Primary Objectives:**

* Execute on-boarding process by completing all necessary procedures (i.e. prepares and processes new hire paperwork, coordinates and completes weekly new hire on-boarding training)
* Lead staff recruitment efforts – job fairs, online advertisement creation, etc.
* Facilitate open communication channels with employees and management team by answering related questions, explaining benefits, policies and procedures and escalating issues/questions to the Leadership team
* Administer base pay and benefits processes and policies
* Assist HR and Safety efforts by coordinating meeting, preparing materials, documents, spreadsheets, presentations, coordination of meals, organizing work, relaying messages etc.
* Maintain I-9, personnel, and benefit records
* Manage employee engagement and conflict resolution
* Process various paperwork or online requests
* Validate adherence to current employee handbook and update policies as necessary
* Guide compliance with federal, state, and local employment laws
* Other Human Resources related activities as assigned.

**Education, Certifications and /or licenses:**

* Associate degree in Business or related discipline required.
* Bachelor’s degree in Human Resources or related discipline or equivalent combination of education and experience is highly preferred.
* **SHRM-CP** or Professional in Human Resources (**PHR**) certification highly desired.

**Experience:**

* Minimum 3-5 years of experience in working in a Human Resources environment with responsibility for administrative duties. Human Resources Generalist exposure highly valued.
* Experience in a construction environment desired, but not required.

**Knowledge/Skills:**

* Must be a results oriented professional with excellent verbal/written communication skills using diplomacy and discretion as well as strong customer service skills
* Ability to maintain confidentiality is essential by being responsive to the emotional needs of others while being objective to the situation
* Can effectively establish a balance between subjective and objective analysis in response to events or problems
* Ability to multi-task, work independently and/or within a team, attention to detail and meet deadlines
* Strong attention to detail and exactness as well as an inquisitive drive to analyze information and data on your own
* Must be able to set a motivational tone and establish a high degree of optimism focused on the people in the work environment
* Basic understanding of federal and Nebraska State employment laws including but not limited to OSHA, ADAAA, COBRA, EEO/AAP, FMLA, FLSA, and Workers’ Compensation
* Strong desire to quickly learn and adapt to web based software to meet position expectations
* Intermediate to expert PC skills using MS Office and other various computer systems