



Human Resources (HR) Generalist

Summary/Objective

EDM International Inc. is seeking a Human Resources (HR) Generalist that would be responsible for managing a broad range of core HR functions including, but not limited to, recruitment, onboarding and offboarding employees, maintaining employee records, administering benefits, and ensuring compliance with employment laws and supporting management with various project initiatives.

Essential Duties and Responsibilities:

- Support management with recruitment and hiring.
- Conduct new employee orientations, setting up accounts, and managing the onboarding and offboarding process.
- Maintain employee personnel records, to ensure accuracy, compliance, and confidentiality
- Administer benefits, including enrolling employees in benefits plans, answering benefit questions, and managing benefit changes.
- Ensure adherence and compliance with all applicable employment laws and regulations.
- Design and administer HR policies and procedures.
- Implement programs to foster workplace culture and employee morale by deploying employee engagement initiatives.
- Address employee concerns, resolve conflicts, and maintain positive employee relations.
- Provide backup support for payroll processing.
- Complete special projects as assigned to achieve the overall goals of the corporation.

Qualifications/Education/Experience:

- Bachelor's degree in human resources, business administration, or related field
- HR certification (SHRM-SCP, SPHR) preferred
- 5+ years of related experience
- Full understanding of HR functions and best practices
- Knowledge of employment laws and regulations
- Knowledge of payroll practices
- Experience with Microsoft Office skills (Word, PowerPoint, Excel, Outlook)

Competencies:

- Technical orientation
- Adaptability and dealing with ambiguity
- Results driven
- Team building
- Relationship partnering
- Problem analysis and critical thinking
- Communication
- Process management
- Approachability



Supervisory Responsibility: There are no supervisory responsibilities for this position

Position Type/Expected Hours of Work:

- This is a full-time exempt/salary plus discretionary bonus position.

Work Environment:

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. The noise level in the work environment is usually low.

Physical Demands:

- The employee is regularly required to sit, talk, and hear/listen. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Other Duties:

The above job description is not intended to be an all-inclusive list of responsibilities and performance standards of the position. Incumbents will perform other job-related duties as assigned.

Salary Range: \$65,000 - \$85,000 annually

Benefits Include:

- Health Insurance (Medical, Vision, and Dental)
- STD / LTD/ Life Insurance
- 401(k)
- Paid Leave (Holiday, Vacation, Sick, etc.)
- Wellness Program
- Development Opportunities

Special Requirements - Pre-employment checks will require satisfactory results of the following screens:

- Background Check
- Motor Vehicle Driving Record
- Drug Test (including controlled substances)
- Education and Employment Confirmation
- Reference Checks

About EDM

An employee-owned corporation, we're a fun, smart, and talented group of people who genuinely enjoy our work and make a difference! Whether it's engineering, asset management, geospatial, wildfire mitigation, or environmental solutions, we support our utility clients in positive and innovative ways, to contribute to society and sustainably manage and protect the natural environment.

EEO Statement

EDM is an Equal Opportunity Employer.

To Apply: Upload resume and cover letter on Indeed OR to apply by email see instructions on EDM website at: <https://edmlink.com/careers>