

Human Resources Assistant

FLSA Status: Non-Exempt

General Job Description

The Human Resources Assistant assists the Human Resources Manager and Human Resources Generalist with the day to day operations of the Human Resources Department. Functions include but are not limited to scheduling, data entry, filing, copying, assist with employee related requests and other non-essential tasks as assigned by management or ownership.

Location

Denver, CO

Position relocation to Centennial, CO in mid to late 2017

General Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of improvement in terms of efficiency and company effectiveness, developing appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Job Specific Responsibilities

Recruitment & Selection

- Assist in development and posting of job openings, complying with EEO/AAP requirements.
- Schedule interviews, physical and agility tests and drug tests for new hires.
- Conduct previous employer verification, reference checks, FCRA criminal and credit background checks, electrical licensing verification; track results of physical capacity evaluation and drug screens.
- Conduct E-Verify work authorization for new hires and current employees working on federal contracts.
- Conduct I-9 employment eligibility verification audit for document record keeping compliance.
- Participate in orienting and welcoming new employees into the company.
- Audit and maintain employee records and files.
- Enter new hires into software system.
- Create "Welcome Packet" for presentation to new hires at orientation.
- Update employee jobsite board
- Track referral bonuses for pay out to employees monthly.
- Adhoc responsibilities: Screen applications, provide support to safety and payroll as needed.

Employee Development

- Coordinate training for employees and managers in EEO/Sexual Harassment compliance.
- Promote and administer employee reward and recognition programs.
- Create and distribute monthly employee birthday and anniversary lists.
- Send employee birthday cards.
- Coordinate employee anniversary letter of recognition and gifts.
- Manage electrical apprenticeship program and classroom instruction through Independent Electrical Contractors (IEC) including enrollment; monitoring grades, attendance & OJT reports; OA registration; reporting and completion.

Performance Management and Compensation

- Assist with annual update of job descriptions for every position in the company.
- Ensure compensation plans are congruent with the industry and applied without discrimination.
- Coordinate and track apprentice wage adjustments twice each year (June and December).
- Document and enter pay rate changes into software.

Benefit Administration

- Assist with employee open enrollment meeting
- Assist with maintenance of open enrollment portal through software for benefit enrollment and changes into appropriate benefit systems.
- Assist in review and maintenance of employee and employer benefit tables in software for proper deductions for payroll.

Government Regulation Compliance

- File EEO-1, VETS 100A and other required reports annually; maintain records and logs to conform to EEO/AAP and OFCCP regulations.
- Maintain knowledge of industry trends and employment legislation to insure company's compliance with applicable laws, rules and regulations such as FMLA, ADA, FLSA, HIPAA.
- Ensure compliance with employment law posting requirements on jobsites.
- Coordinate and manage Unemployment Insurance requests for information and claims.
- Assist with outside requests for Verification of Employment.

Employee Relations and Human Resources Management

- Set up new employees in HR software and update information as needed.
- Assist with AMPS site, IECRM school enrollment, reporting/recording OJT hours and new hire enrollment for apprenticeship through State of Colorado websites. Complete requests for affidavits as needed.
- Track employee warnings and safety violations into HR software.
- Update and document company procedures and forms, posting to employee portal as updated.
- Maintain company organization charts and employee directory.
- Ensure all employees receive high level of service; respond immediately to questions and concerns.
- Maintain open communication with all employees, re-enforcing company vision, values and goals.
- Perform additional assignments as directed by ownership and management.

Qualifications/Skills Required

- Experience as a human resource professional preferred but not required.
- Experience in Microsoft Dynamics software experience preferred. Training will be provided for the HR, payroll and reporting modules.
- Experience in benefit administration, compensation, discipline, employee and labor relations, training and development, and employee communications preferred.
- Discretion in working with sensitive and confidential information.
- High level organization required with attention to detail, ability to problem solve in some cases independently and handle a variety of tasks with strong interpersonal skills while working in a diverse, dynamic and fast-paced environment.
- Motivated, will not accept second best.
- Ability to establish and maintain effective relationships with a wide cross section of individuals.
- Self-motivated and flexible to accommodate changes in Weifield's business strategies.
- Proficient in MS Office with ability to learn new HR software.
- Accountable for decisions and actions.

Reporting

The HR Assistant reports to the HR Manager.

Supervisory Requirements

None

Measurements

The HR Assistant's success is measured by the following criteria:

- Consistent interpretation and application of Company policies and procedures
- Adherence to legal compliance
- Development of interpersonal and customer service driven relationships
- Assistance to hiring managers of a workforce pipeline
- Able to bring answers to the table and implement solutions quickly as needed

Physical Demands

- Stand, walk and sit; use hands to finger, handle, and maneuver or feel objects, tools, or controls.
- Reach with hands and arms; be able to talk and to hear.
- See well, either naturally or with correction.
- Hear well either naturally or with correction.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Noise level in the work environment is usually moderate as in a typical office setting.
- Some travel to jobsites/remote offices may be required for interviews or new hire orientations.
- Weifield Group Contracting LLC is a drug free working environment.

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following 60 days, not to exceed 90 days of employment
Voluntary Dental/Vision Insurance:	Paid by employee based on coverage selection 1 st of the month following 60 days, not to exceed 90 days of employment
Disability & Accident Insurance:	Paid by employee based on coverage selection 1 st of the month following 60 days, not to exceed 90 days of employment
Life Insurance:	Paid by employee based on coverage selection 1 st of the month following 60 days, not to exceed 90 days of employment
Flex Pan:	Employee can set aside \$2550 pre-tax dollars for health/\$5000 for daycare after 60 days, not to exceed 90 days of employment
PTO:	After six months, accrue 5 days per year 1-5; 10 days per year after 3 years and 15 days per year after 5 years. Seven paid holidays per year.
401k/Safe Harbor:	Participate after 60 days. Weifield matches 100% of investment up to 4% after one year of consistent employment.
Background Check/ Drug Test Required:	Yes
Work Schedule:	7AM- 5PM Monday through Thursday and 7AM to 3PM on Friday.

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Weifield Group Contracting LLC is an Equal Opportunity Employer.