

THRASHER

Job Title: Human Resource Generalist

Location: Bridgeport, WV

Type: Full-Time

Thrasher is a full-service architecture, engineering, and field services consulting firm with a rich resume of project success all throughout the Mid-Atlantic region. Our team of skilled experts delivers a vast array of professional services to clients across five major markets: architecture, land development, water resources, transportation, and energy.

We are looking for an experienced Human Resource Generalist to join our Human Resource Department in our Bridgeport, WV, office location. If you are a dedicated and enthusiastic HR professional looking for an opportunity to make a significant impact within a highly successful organization, then this could be a perfect fit.

Job duties include:

- Assist with the administration of the HRIS portal for recruiting, performance, and compensation.
- Orient new personnel to Thrasher and explain policies, payroll procedures, benefits, etc.
- Follow up with employees throughout their first 2 months, and beyond, to ensure their needs are met, voices are heard, and concerns are addressed.
- Assist with drug testing compliance policies and procedures.
- Handle employment-related inquiries from employees and escalate to Human Resource Manager as needed.
- Assist with coordinating, scheduling, and delivering training as needed.
- Understand the need of timely recruitment strategies.
- Assist with special events, services, and programs as needed.
- Assist with administering the cafeteria benefit plans and answering employee concerns related to benefits.
- Encourage and implement safety procedures and record keeping.
- Other duties as assigned.

To be successful in this position, ideal experience includes:

- Knowledge of government regulations pertaining to human resources, compliance, and recordkeeping.
- Previous work in HRIS systems (required).
- Strong professional and interpersonal abilities necessary to create a positive culture where employees feel comfortable working with you regarding personnel issues.
- Self-motivated, with the ability to work independently while building strong relationships across the company at all levels.

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- Strong computer skills, including Microsoft Office products.
- Bachelor's degree, preferably in human resource management, labor relations or business management field.
- A minimum of 3 years of experience in an HR Generalist, or similar role, preferred.
- SHRM, PHR or equivalent certification highly desired.
- Exceptional problem-solving skills with the ability to handle complex employee relations issues.
- Strong organizational and time management skills (required).
- Possess the ability to build credibility and trust by maintaining confidentiality at all times.

Thrasher provides an excellent benefit package which includes health, dental and vision insurance, company paid short- and long-term disability, 401K matching, paid parental leave, paid-time off, tuition assistance and much more.

An emphasis is placed on professional development which includes structured goal setting and specialized training opportunities. Professional development is monitored and recognized bonuses and annual salary reviews.

In promoting a family-oriented culture, we recognize the importance of work life balance and schedule flexibility.

The Thrasher Group conducts pre-employment drug screens and background checks on all applicants who accept offers of employment. Authorization to work in the United States is a precondition of employment. "EEO/AA/E-Verify