



Powers & Sons Construction  
2502 Roosevelt Ave.  
Indianapolis, IN 46219  
317.269.2550

## Summary

Powers & Sons Construction is seeking an HR Generalist. This individual will be responsible for a wide range of HR activities and will play a key role as business partner to the Operations Team.

## Key Responsibilities

**Recruiting and Staffing:** Attract, source and review applicants at all levels. **The ideal candidate will be** responsible for the full lifecycle of hiring, including creating job descriptions and identifying best-in-class practices for attracting quality candidates. The HR Generalist will conduct applicant screenings and partner with hiring leaders to guide the interview process, ensuring a timely candidate flow and positive candidate experience. Additionally, the candidate will partner with the Administrative and Leadership Teams to deliver on recruitment goals that support overall staffing strategy.

**Onboarding/Offboarding:** Leads new hire orientation and ensures accuracy and timely completion of new hire paperwork, in compliance with company practice, applicable laws, and regulations. Responsible for exit interviews and all offboarding activities.

**Records & Data Management:** Maintains personnel files and training materials, ensuring documents and manuals are current, accurate, confidential, and in compliance with company policies and government regulations. Prepare and provide data for various labor reports required (to include turnover, headcount, terminations, etc.).

**Employee Relations:** Provides counsel on issues pertaining to employee performance, terminations, and promotions. Stays abreast of and knowledgeable on changes in federal, state, and local laws and proactively communicates changes in law to ensure company compliance.

**Leadership Development:** For the purposed of building organizational and leadership strength, consults and guides management in the administration and management of employee and performance management tools, including, but not limited to, culture competence, leadership development, and succession planning.

**Business Partner:** Participates in all organization and business unit activities and strategy and connects company objectives to HR activities and programs. The ideal candidate will act as a business partner, understanding the business from an operational perspective, continuously displaying to company leadership how HR can positively affect the bottom line.

**Engagement:** Partners with the Administrative Team and Engagement Committee on special projects as needed. Commits to engaging with employees and leading employee engagement activities and events that strengthen relationships, boost morale, and ensure Powers & Sons remains a Best Place to Work. Other responsibilities may be assigned.

## Qualifications:

- Must have a Bachelor's degree in Human Resources, or a closely related field.
- Must have a minimum of 1-3 years of Human Resources experience.
- Strong written and verbal communication skills are required.
- Microsoft Office, PowerPoint and Excel Proficiency is a must.

*Power & Sons Construction is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*