

Job Description

Human Resources Specialist

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for a **Human Resources Specialist** for our Houston office. Job duties will include but not limited to the following:

Roles & Responsibilities:

- Provide professional human resources management duties applying diversified knowledge and experience of HR practices to support the organization and projects.
- Responsible for recruiting, screening, interviewing and placing employees.
- Handle employee relations, payroll and benefits and training.
- Plan, direct and coordinate the administrative functions of an organization.
- Develop and prepare standard reporting of HR data using ADP Workforce and advanced excel skills.
- Organize and develop Human Resources processes and create training materials and communications.
- Filing employment contracts, organization documents and maintenance of data. Must be well organized and detail oriented.
- Compose presentations, memos, letters, reports, and other documents as needed
- Develop and integrates short and long- term strategic human resources initiatives to support the business and project needs
- Build successful, diverse, and inclusive teams. Emphasize leader accountability. Emphasize that applicant pools are diverse and include internal talent from the divisions and talent from the external market
- Participate in the development and implementation of staffing plan with leadership.
- Must have the ability to keep information confidential.
- Responsible for organizing and coordinating annual employee performance review, evaluation and grade.
- Must have excellent communication skills both verbally and in writing.

Experience: Five (5) to Fifteen (15) years in the business of HR management.

Education: BA degree in human resources management, business, economics, or equivalent combination of experience and education. Intermediate to advanced computer hardware/ software literacy.

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, pension, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.