



## **JOB OPPORTUNITY**

### **Human Resource Generalist Plano, Texas**

#### **COMPANY**

LYNOUS has been retained by our client to identify an experienced Human Resource Generalist to join their team. Our client is a national facilities and property management services company conveniently located in Plano, Texas. They deliver results driven management services solutions to their corporate clients for managing their real estate needs: retail, industrial, data centers, medical and office properties.

The company culture is a friendly team environment who values work life balance and employee engagement. The position provides the opportunity to be a part of the leadership team of the company.

#### **POSITION**

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and reports to the Senior Director of Operations. This position is responsible for providing and enhancing the organization's human resources by implementing mandated requirements, best practices, risk mitigation strategies and update human response policies. The Human Resource Generalist is responsible for recruiting, onboarding, payroll administrative, benefits and supporting employee needs.

#### **RESPONSIBILITIES**

- Serve as a member of the company's leadership team
- Provide human resource services to support the needs of the company at all locations
- Ensures compliance with all federal, state and local employment laws
- Complete legal requirements and government reporting required by HR functions
- Responsible for renewal and continual development of employee benefits programs
- Procure, assign and ensure completion by all employees of safety and compliance training
- Assist with the development and composing of job descriptions including compensation
- Responsible for internal processes for sourcing, interviewing and on-boarding new employees
- Complete all pre-employment paperwork including background checks, drug screening, I-9 forms, and offer letters
- Develop, maintain and update employee confidential files in accordance with legal requirements
- Serve as the point of contact and resource for all employees for inquiries regarding policies, procedures, programs, HR related issues and benefits including: PTO, timesheets, payroll questions



- Oversee and manage employee relations issues, interface and counsel managers, clients and employees
- Conduct employee exit interviews and complete off-boarding
- Update with legally required information, revise and distribute the employee manual and other policies as needed
- Travel is required approximately up to 5% of the time
- Complete other duties as assigned by the executive team

## REQUIREMENTS

- Bachelor's Degree is required
- Human Resources designation(s) is a plus
- Minimum of 3 years' experience in Human Resources
- Current knowledge of HR requirements, operations and administration is required
- Ability to maintain strict confidentiality of client, company and personnel information
- Ability to work independently, take initiative and prioritize tasks
- Ability to collaborate and work well in a team
- Effective communications skills: listening, verbal and written
- Ability to effectively management conflict
- Ability to read and interpret contracts, legal requirements, policies and procedures, instructions, etc.
- Ability to conduct research, develop analysis and provide recommendations
- Proficiency in math: addition, subtraction, multiplication and division
- Proficiency in Microsoft Word and Excel plus other computer software applications
- Ability and willingness to learn new software programs
- Knowledge of Paycom is a plus
- Possess good time management skills and ability to handle multiple projects at any given time
- Detail-oriented and extremely organized

## COMPENSATION

This position has a competitive total compensation package which includes: base salary, individual performance bonus, 401k match, paid-time-off, health insurance, training and more.

## HOW TO APPLY

Qualified candidates please send your resume to: [Julie@LYNOUS.com](mailto:Julie@LYNOUS.com) in Microsoft Word format. Please include your salary history (base salary and bonus listed separately). For additional information please feel free to call Julie Lynch, Managing Partner of LYNOUS at 214.387.9595.