

## **Who we are**

Since 1954 Warning Lites of Minnesota has been a leading traffic control service in the Twin Cities and outstate area contributing to the safety of the driving public with pavement marking, signage, and traffic control services. We take pride in offering unsurpassed customer service. We currently have an opening for an **experienced Human Resources Generalist**. We are looking for someone that embodies our values of: Dependable, Professional, Problem-Solver, Pride, and Humble.

We have a casual but supportive work environment and offer competitive compensation and benefits. Perks offered by WL:

- Health (two plan options), dental, and vision benefits
- HSA with company contribution and FSA
- Life, AD&D, short and long term disability insurance
- Vacation and sick time
- 401(k) with a company match
- Employee assistance program, including identity theft protection and travel assistance
- Year-end company bonus (discretionary)

## **What we need**

Working closely with the VP of Finance you will support the organization in all areas of human resources. You are responsible for leveraging strong human resources knowledge by delivering comprehensive support to management and employees in the areas of: benefit administration, recruitment, employee relations, performance management, professional development, legal compliance, and event coordination.

## **What you'll do:**

Provide guidance and direction on all aspects of employee relations. Act as the first point of contact for employees, answer any Human Resources related questions and provide guidance on common employee questions.

- Coordinate the recruitment process: online postings, screening candidates, facilitating interviews, checking references, generating offer letters and coordinating pre-employment screenings ensuring it is conducted in a manner consistent with company standards and any applicable legislative requirements
- Coordinate the on-boarding of new employees including: facilitating new hire paperwork and implementing new employee orientation;
- Coach and advise managers on the interpretation & implementation of applicable legislation, company policies, and support managers in determining the appropriate resolution to issues mitigating risks to the company
- Ensure we are dotting our I's and crossing out T's when it comes to employment laws and regulations
- Utilize various HR systems to create and update employee files, records and HR documents; write position descriptions; compile data and submit annual EEO-1 reports and AA/EEO reporting; handbook updates; prepare and submit data for wage and benefit surveys; and complete VOE's.
- Assesses organizational needs, develops training programs, and provides training to the workforce

- Recommends new approaches, policies, processes and procedures to affect continual improvement and efficiency of services provided by Human Resources

**To love this role, this is the type of person you are:**

- Post-secondary education in Human Resources; A minimum of 3 years' related generalist level work experience
- Knowledge of the principles, practices and procedures of the Human Resources body of knowledge in the areas of employee relations, employment standards, performance management, leadership development and training
- Should embody a combination of "detective" skills enabling you to find prospects and candidates as well as sales skills to influence and close candidate hires
- Results driven, thrives in an autonomous environment
- Someone with the capacity to work with all types of people (content, confused, and/or cranky) and can always maintain a high level of professionalism
- Ability to protect confidential information and exhibit a high degree of integrity is essential. Your nickname could be The Vault!
- Must have strong knowledge and understanding of Human Resource concepts and employment laws
- You're warm, positive, have a sense of humor and have the ability to interact knowledgeably and diplomatically - because of this, employees love working with you!
- Technology is your friend, not your foe, and you harness it to streamline your work. High proficiency with Microsoft Office and familiarity with an HRIS system.
- A high level of conceptual thinking, judgment and decision making is required for solving problems that may affect many departments or processes, or for solving problems that require innovative approaches to complex situations

**Sound like you?**

Please submit your resume along with your compensation requirements and tell us why you are just what we need. We won't be able to individually respond to all applicants, but if we feel you're a strong match, we will do our best to be in touch within the next three business days. Thanks and we look forward to hearing from you!

**Qualified candidates who are given a conditional job offer must pass a pre-employment substance abuse test and criminal background check.**

Warning Lites is an EOE/Affirmative Action/M/F/Veteran/Disabled employer; participates in E-Verify and provides a drug-free work environment.

**WARNING LITES IS NOT ACCEPTING RESUMES FROM 3<sup>RD</sup> PARTY RECRUITERS**