



Job Title: Human Resource Generalist

Reports To: Vice President

**FLSA:
Status** Exempt

Hours: Full-time

Location: Mount Laurel, NJ

Who We Are

We're an entrepreneur, fast-growing team of project managers, estimators, superintendents, safety and administrative support personnel. As leaders in quality construction management, we're committed to providing impeccable service to our clients, a safe work environment for our team, and an opportunity for our employees to grow and enjoy the benefits of work/life balance. Here at ALLY, we cultivate a collaborative environment that values tenacity, attention to detail, and comradery. Since outstanding customer service is our best product, we strive to build long-lasting relationships with our entire customer base.

Position Summary

As a HR Generalist reporting to a Vice President, the primary purpose of this position is to run the routine functions of the Human Resources (HR) department including enforcing company policies and practices, executing HR programs while managing the lifecycles of employment (onboarding, work performance, offboarding). The role administers health benefits, implements learning and development within the team, ensures federal, state and local compliance, and nurtures employee relations. In addition, the position provides support for the company's values and culture, and to drive performance.

Essential Functions & Responsibilities

- Leads all aspects of the human resources functions and develops strategies that support the company in achieving its overall business objectives.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

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- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates and manages learning and development programs and initiatives that provide internal development opportunities for employees to mitigate future risks.
- Oversees employee disciplinary meetings, terminations, and investigations in accordance with company policy.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Evaluates and champions the performance reviews process and assists with coordination of performance review program to ensure effectiveness, compliance, and equity within organization.
- Prepares, develops, organizes, and maintains human resource documents and database; keeps records of health benefits plans participation, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations required by law or local governing bodies.
- Conducts and acquires background checks and employee eligibility verifications, maintains report archival in DISA system and acts as main contact for DISA related inquiries, testing, filing of reports, etc.
- Supports complete lifecycle of employee management to include preboarding, onboarding, performance reviews.
- Annual Driving Policy compliance - get acknowledgements, current ID cards, licenses and obtain annual DISA driving records.
- Conducts new hire orientations and tracks employee related programs.
- Recommends and administers benefits programs such as life, health, and dental insurance and ensures legal compliance.
- Advises and counsels managers on employee relations matters and responds to inquiries regarding policies, procedures, and programs.
- Works with Director of Communications to write and deliver correspondence as applicable.
- Identifies and implements corporate culture enhancing endeavors and activities, including team building events.
- Handles employment-related inquiries from applicants, employees, and supervisors.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Attends and participates in employee disciplinary meetings and terminations.
- Participates on committees and special projects, provides administrative and operational support as needed, and performs other duties as assigned.

Qualifications & Requirements

- Possess ALLY's core values:
 - Be a trustworthy ALLY with uncompromising ethics delivering allegiance, honesty and fairness
 - Work with integrity, accountability and commitment
 - Appreciate and respect the company culture of comradery in a diverse, inclusive and collaborative work environment
 - Think Safety First!
 - Passionate about giving back to others.
- 3 - 5 years of proven HR experience.
- Honorably discharged Veterans are highly encouraged to apply. Currently 25% of our team members are Veterans.
- Bachelor's degree in Human Resources, Business Administration, or related field required.
- SHRM-CP or SHRM-SCP highly desired.
- Experience with interview techniques, applicant screening methods, and candidate sourcing.
- The ability to design and implement recruiting strategies is a plus.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Thorough knowledge of human resource management principles and best practices.
- Outstanding verbal, written, and overall communication skills.
- Excellent interpersonal, negotiation, and conflict resolution abilities.
- Diligent and firm with high ethical standards and a thorough knowledge of employment-related laws and regulations.
- Ability to prioritize tasks and act with integrity, professionalism, and confidentiality.

- Must have reliable transportation, a valid driver's license, clean driving history, and properly maintained vehicle with the state minimum mandated levels of auto liability insurance.
- Travel to satellite locations for ongoing employee engagement as needed.
- Travel for career fairs and other business events.
- Ability to work independently and collaborate with our team in a 20% work-from-home hybrid employment model.
- Proficient with Microsoft Office Suite or related software.
- Eligible to work in the United States.
- Must be a team player.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

ALLY Construction Services offers a competitive salary and benefits package. To be considered, please email us your resume with the position you're applying as the subject line to ALLYProud@gmail.com.

ALLY Construction Services is an Equal Opportunity Employer

Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.