

HR Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$30.00 to \$35.00 hourly
Employment status: Contract / Temporary to Hire

Description

This construction company, located in Lakewood, is seeking a skilled HR Specialist to join our team. This position offers an opportunity for growth and advancement within the company and will initially be on a contract basis with the potential for a permanent role.

Key Duties:

- Collaborate with a small team to manage HR responsibilities efficiently.
- Provide support with HR tasks including L&I and WA unemployment matters.
- Act as a backup for payroll processing to ensure smooth operations.
- Handle employee benefits administration, along with some accounting tasks, equipment management, liability, and insurance matters.
- Preference will be given to candidates with prior experience in the construction industry and an understanding of construction safety protocols.
- Generate weekly safety reports to uphold safety standards on construction sites.
- Offer assistance with billing tasks and maintain accurate data entry records.
- Possibility of involvement in accounts payable tasks based on the candidate's capabilities.
- Ensure compliance with regulatory requirements and oversee contract administration processes.
- Manage documentation related to prevailing wages.

Requirements

Required Skills and Qualifications:

- Proficiency in Microsoft Suite, including PDF management.
- Experience with Foundation Software (a construction-specific software) and ERP payroll systems.
- Strong Excel skills, including pivot tables, for data analysis and reporting.
- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- Previous experience in HR roles, especially within the construction industry, is advantageous.
- Excellent organizational skills with a keen attention to detail.
- Ability to multitask and prioritize tasks effectively.
- Strong communication and interpersonal skills for collaborating with team members and external stakeholders

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