



ComNet Communications LLC  
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## HUMAN RESOURCE GENERALIST

### DESCRIPTION

Reporting to VPHR, the Human Resource Generalist will support the daily HR functions of the company with a strong focus on Talent, Staffing, Performance Management, ER and Training.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Talent and Staffing:** Develop and implement effective recruitment strategies and manage the full recruitment lifecycle, from posting job to extending offers and onboarding of new hires. Source candidates through various channels, including job boards, social media, networking events, and employee referral program. Manage internal posting system, ComNet Career Board and internal referral program.
- **Performance Management:** Provide oversight of performance review processes, setting goals, providing feedback, and addressing performance issues. Identifying training needs, developing and delivering training programs, and facilitating career development opportunities for employees.
- **Employee Relations:** Addressing employee concerns, mediating conflicts, investigating complaints, and maintaining positive employee relations. Work with leadership to create employee engagement strategy.
- **Data Analysis:** Tracking key HR metrics, analyzing employee data, and identifying trends to inform decision-making.

### JOB REQUIREMENTS

- Bachelor's degree HR or Business required, Master's degree a plus
- 5 plus years' HR experience with increasing responsibilities.
- Construction experience a plus
- Excellent written and verbal communication skills - comfortable interacting with all levels of the organization
- Knowledge of HR practices, procedures, and policies
- Demonstrated ability working with highly confidential information - discretion when handling sensitive employee information
- Knowledge and proficiency in HRMS systems and report writing, ADP preferred

**JOB REQUIREMENTS CONTINUED:**

- Proficient in MS Office (Word, Excel, and PowerPoint).
- A creative, solutions driven approach to business challenges
- Good presentation skills
- Ability to prioritize and manage multiple projects from end to end.

The worker is subject to inside environmental conditions.