

We are looking to add an experienced Senior Human Resources Generalist who will help foster our mission that All People Should Live in Safe, Sustainable and Beautiful Communities and support our team members who make that happen every day! We are passionate about using collaboration to lead us to the right solution. You will be joining an HR team working on new & exciting projects to take Bolton & Menk to the next level. In this role you will work closely with our Talent Management Director and work directly with our SE management teams and employees in areas such as safety, employee relations, recruitment, and employee engagement. This role can be located in our Charlotte or Raleigh office and will support our SE operations.

This role provides comprehensive HR support, directly or indirectly to a designated region in the area of recruitment and retention of talent, continuous performance coaching and management, and administration and execution of leaves, performance and talent management, occupational health and safety and training and development. HR understands and supports the accomplishments of business priorities and builds credible relationships with Business Leaders to ensure organizational effectiveness.

What we are looking for:

- Bachelor's degree in Business Administration, HR or related field with ten years demonstrated experience in the following human resources functions: affirmative action planning, safety compliance oversight and initiatives, employee relations, compensation, training, workers' compensation, or performance management – or equivalent combination of education and experience.
- Seven years of experience within HR, recruiting and employee relations.
- Preferred engineering, construction industry or municipal experience
- SPHR, PHR, SHRM-SCP, SHRM-CP or additional professional credential preferred (required within in 2 years of employment if not available upon employment)
- Experience with HRIS or ATS software.
- Ability to travel for work related functions.

WHY BOLTON & MENK?

Work with a creative and hardworking team, who believe in client satisfaction and building relationships. For over 70 years Bolton & Menk, Inc. has served public and private clients in the Upper Midwest with comprehensive planning, design and construction engineering and surveying services. The employees at Bolton & Menk are seeking hard working and ambitious co-workers to join us to deliver tomorrow's leading infrastructure projects. Bolton & Menk is employee-owned, is ranked among ENR's Top 500 Design Firms and is a Top 175 Workplace in Minnesota.

OUR BENEFITS

At Bolton & Menk, we value our people and provide an exceptional Total Compensation and Benefits Package to protect our most valuable asset. We are committed to the well-being of our employees and their families. Perks of being a Bolton & Menk employee include peace of mind with our benefits package and competitive compensation plan, flexible schedules and career development opportunities. Learn more here: <https://www.bolton-menk.com/careers/>

We're Social! Connect with us on Twitter @BoltonandMenk or on Facebook at BoltonandMenk

Bolton & Menk, Inc., is an Equal Employment Opportunity / Affirmative Action Employer.