

WE'RE **HIRING**

Human Resources Generalist

Key Responsibilities

- Oversee all HR operations, policies, and compliance
- Manage the company's self-funded health plan and coordinate with brokers and third-party administrators
- Administer insurance programs including general liability, professional liability, workers' compensation (Ohio)
- Manage FMLA administration, return-to-work programs, short-term disability and disability coordination
- Oversee retirement and savings programs including 401(k)/profit sharing and prevailing wage pension plan
- Lead employee onboarding, benefits enrollment, and personnel record management
- Prepare offer letters and manage employment documentation
- Ensure compliance with federal, state (Ohio), and industry-specific employment regulations
- Support leadership with employee relations, performance issues, and workforce planning
- Represent company in employee meetings as requested such as disciplinary meetings
- Coordinate closely with payroll, accounting and senior management

- **Location:** Ashland, Ohio
- **Reports To:** President
- **Employment Type:** Full-Time

Skills & Attributes

- Strong attention to detail and organizational skills
- Ability to work independently and manage multiple priorities
- Excellent communication and leadership skills
- High level of integrity, professionalism, and confidentiality
- Willingness to engage in hands-on execution, including detailed and operational tasks

Why Join Us

- Opportunity to shape and lead HR for a growing organization
- Competitive compensation and benefits

Ideal Qualifications

- Bachelor's degree in Human Resources, Business, or related field preferred
- 3+ years of progressive HR experience
- Strong knowledge of Ohio Workers' Compensation, FMLA, benefits, and HR compliance



Send your resume & cover letter to:
info@simonsonconstruction.com

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