

HR GENERALIST

JOB DESCRIPTION

CRSA is actively seeking a Human Resources Generalist to manage all HR tasks for our Architectural firm from our Salt Lake City office, including recruitment, personnel management, employee development, benefits administration, and leave coordination. Our ideal candidate will make a significant contribution to our company culture and enjoys keeping up to date on best practices for HR. We are currently looking for a full time hire at 30-40 hours per week, but would be open to exceptional candidates on a part-time basis. Pay range is \$24- \$30 per hour depending on experience.

QUALIFICATIONS

What type of person are we looking for? We need someone who is sociable, efficient, organized, and able to communicate effectively with all levels of staff within the organization. The basic requirements include the following:

- Experience: Minimum 5 years professional Human Resource experience
- Education: Bachelor's degree required
- Software Requirements:
 - Strong proficiency with MS Office suite, especially Word, Excel, and Powerpoint
 - Competency with Databases and ERP software
- Exceptional interpersonal and written communication skills
- Exceptional ability to organize and prioritize tasks
- Experience in: Labor Law expertise, Employee Relations, Investigations, Sexual Harassment, Training, Confidentiality, Recruiting, Hiring, Promotion, Reviews, etc.

If you do not feel like you align exactly with these qualifications but think you'd be a great fit for our team, please tell us why!

RESPONSIBILITIES

What would you do? Responsibilities will include the following examples:

- Ensures annual and three-month new hire reviews happen timely. Constantly seeking ways to improve the process. Follows up on issues.
- Analyzes wage and salary reports and data to determine competitive compensation plan. Updates wages ranges annually.
- Provides exceptional support to employees; interpretation of policies & procedures, employee relations, benefits issues.
- Coordinate employee leave and benefit issues
- Facilitates employee social activities
- Primary responsibility for employee recruiting and hiring processes
- Coordinates & tracks employee training
- Responsible for employee disciplinary meetings and when necessary, performance improvement plans.
- Manages employee termination communication and process

- Employee records management
- Occasional or regular other duties maybe requested, required, or assigned.

WHO ARE WE?

Website: www.crsa-us.com

Wally Cooper founded CRSA in 1975. For the first 20 years, the firm specialized in Historic Preservation Architecture and as a result, CRSA has a large portfolio of historical projects of every size, and most building types. Today, CRSA operates as an employee-owned firm with offices in both Salt Lake City and St. George. We are led by five Managing Principals and an 8-member Board of Directors. Our Centers of Expertise specialize in higher education, religious, landscaping, and government buildings as well as planning, historic preservation, interior design services. People are the centerpiece at CRSA: our clients, our employees, and our colleagues. The CRSA Vision is that every great idea should be backed up with skill, integrity, and absolute commitment to its realization. We have a culture of great people, great product, and great practice.

CRSA is an equal opportunity employer and all qualified candidates will receive consideration for employment without regard to their gender, religion, race/ethnicity, age, marital status, sexual orientation/identity, or any other basis as protected by federal, state, or local law.

Resume and Cover Letter should be e-mailed to: laura@crsa-us.com

The logo for CRSA, consisting of the letters "CRSA" in white, uppercase font, centered within a solid green rectangular background.