



Human Resources Generalist

Founded in 1916, Lakehead Constructors, Inc. is a leading construction company in the Twin Ports and Iron Range, providing high-quality construction, management and building services to a wide variety of industries in the Upper Midwest region. With one of the most diverse portfolios in the area, Lakehead specializes in industrial construction and maintenance in the manufacturing, mining, oil & gas, power generation, railroad and water treatment markets. Founded on a mission of safety, quality, service and innovation, Lakehead employs a highly skilled, flexible workforce with a passion for providing the highest quality service.

If you enjoy a fast-paced work environment that offers a wide variety of challenging work, and you have a passion for safety, quality, service and innovation, make Lakehead Constructors, Inc. your next career move. With an opportunity to be a part of a highly skilled construction team and the ability to work on a diverse portfolio of projects, Lakehead offers competitive wages and vacation, as well as an excellent benefit package including health, dental, and retirement.

Lakehead Constructors, Inc. is seeking an experienced Human Resources Generalist to join our team based in Superior, WI. Looking for someone with 1 to 4 years of HR experience (construction industry experience preferred). The role supports all departments and employees across the entire organization.

Roles and Responsibilities:

The Human Resource Generalist administers policies and programs in the areas of recruitment, onboarding and training, employee relations and retention, job descriptions, performance evaluations and employee compliance reporting. Working with Lakehead Constructors leadership and external consultants, candidate will:

- Lead recruitment and retention / engagement efforts
- Coordinate outreach programs: participate in community, with local schools and with industry-related groups to actively recruit and promote diversity in the industry
- Oversee and execute onboarding and separation processes
- Communicate and explain company benefits to include new enrollments, terminations and open enrollments
- Promote Employee Assistance Program
- Facilitate performance appraisal process
- Provide support to leadership on performance and conflict resolution issues
- Review and update Employee Handbook as needed
- Maintain, revise, and communicate Harassment and Discrimination policies; conduct employee training on policies
- Maintain job requirements and job descriptions for all positions
- Ensure compliance with all existing federal, state and local employment laws, regulations and reporting requirements related to Equal Employment Opportunity (EEO) and the Affirmative Action Plan (AAP)
- Develop content and distribute quarterly company newsletter
- Research and undertake HR related projects, forms and applications that improve overall company HR Department and company initiatives

Education and/or Experience:

Bachelor's degree in Human Resources, Business, Organization Development, or a related field preferred; or one to three years related experience and/or training; or equivalent combination of education and experience.

Certificates, licenses, registrations:

Human Resource certifications (PHR / SHRM-CP) preferred

Other skills and abilities:

- General knowledge of federal and state (WI, MN, MI) employment laws
- Experience with or knowledge of union collective bargaining, grievances
- Ability to self-motivate, develop processes and facilitate implementation
- Ability to efficiently use computer (Microsoft Excel, Outlook, ERP system)
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred

Disclaimer: The duties, responsibilities and activities outlined in this job description are representative of the job but are not all inclusive. Lakehead Constructors, Inc. reserves the right to modify the duties of this position at any time, with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position. The essential duties and responsibilities of this job may also be modified to provide suitable, gainful employment to those individuals who have been released to return to work with temporary or permanent restrictions.

To apply, please email your resume and cover letter to:

careers@lakeheadconstructors.com

Lakehead Constructors, Inc. is an Equal Opportunity Employer