

*Family owned and operated civil construction company seeking a Human Resources Manager*

**Company:** Striving to be an industry leader in civil construction by empowering their talented employees and exceeding expectations in their service to their customers, this company offers a great culture and exceptional benefits

**Hours/Schedule:** Full-time

**Job Type:** Direct

**Location Requirements:** On-site, with flexibility in schedule

**Rate:** \$80K-\$90K, comprehensive benefits

**Job Description:** The Human Resources Manager supports the daily functions of the Human Resources department while contributing to longer-term projects that align with company goals. This position plays a critical role in handling employee relations, recruitment, onboarding, compliance, and benefits administration. The HR Manager also supports organizational development and employee engagement efforts under the direction of the Director of People & Culture. This role is ideal for an experienced HR professional who excels at managing operational tasks, thrives in a fast-paced environment, and enjoys building relationships with employees across all levels of the company.

**Responsibilities:**

- Coordinate recruitment processes including job postings, resume screening, interview scheduling, and reference checks.
- Administer pre-employment requirements and onboarding process to ensure a smooth new hire experience.
- Serve as a point of contact for employees on HR-related issues.
- Provide day-to-day guidance to managers and employees regarding company policies and procedures.
- Participate in investigations and recommend resolutions with support from the Director.
- Manage employee benefits programs including enrollments, changes, and terminations.
- Coordinate open enrollment and assist employees with benefit-related questions.
- Support compliance efforts related to ACA, COBRA, PFML, FMLA, and ADA.
- Maintain employee files and HRIS records.
- Prepare reports, spreadsheets, and documentation as needed.
- Ensure compliance with all employment laws and internal policies.
- Assist in the administration of the performance review process.
- Track training activities and support coordination of internal and external development programs.
- Coordinate employee appreciation efforts, wellness initiatives, and company events.
- Assist with employee communication efforts, including newsletters, surveys, and recognition programs.

- Support company compliance with federal, state, and local employment laws.
- Assist with DOT, background checks, and safety-related administrative tasks.
- Participate in the quarterly random testing program and maintain related records.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Minimum of 3–5 years of HR experience; construction industry experience a plus.
- PHR or SHRM-CP certification preferred but not required.
- Strong knowledge of employment laws and HR best practices.
- Proficiency in Microsoft Office, especially Excel and Outlook.
- Excellent organizational communication and interpersonal skills

*FlexProfessionals respects and seeks to empower each individual and support the diverse cultures, perspectives, skills, and experiences of its candidate network.*

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*The candidates whose resumes are shared with our business clients are selected on the basis of qualifications, merit, and business needs.*

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