

## **HUMAN RESOURCES SENIOR GENERALIST**

We are an Austin, Texas based real estate development and property management company with a growing portfolio of nearly 2,500 multifamily units located throughout Texas. We are seeking an experienced, highly motivated Human Resources professional who is responsible for all aspects of day to day Human Resources operations and administration functions including: benefits administration, recruitment, compliance, policy implementation, performance management and employee relations. This position will work cooperatively with senior leadership to set policy, create efficiencies and best practices for approximately 100 employees at multiple locations throughout Texas and in Georgia.

### **ESSENTIAL FUNCTIONS:**

- Responsible for recruiting, on-boarding and off boarding employees, screenings, and maintaining Paychex HRIS system. Prepares employees for assignments by establishing and conducting orientation; conduct and analyze exit interviews
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; hearing and resolving employee grievances; counseling employees and supervisors, process unemployment claims
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts
- Communicate and execute company policies to ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records
- Execute corporate wide performance review, compliance training, implement and maintain safety programs, manage corporate leave (PTO) records
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintains historical human resource records by implementing a filing and retrieval system; keeping past and current records

### **QUALIFICATIONS**

- Bachelor's degree or equivalent experience required; emphasis in Human Resources, Business or a related field preferred
- Minimum of 5 years comprehensive HR management experience
- SHRM certification and/or graduate level coursework in HR or business preferred
- Experience with talent management, employee relations, researching and applying federal and state employment laws, training and HR systems
- Must possess excellent communications skills, strong organizational and record keeping skills, as well as the ability to prioritize and work independently
- Able to handle confidential material and sensitive situations in a reliable manner
- Ability to travel as needed, approximately 5-10%

Please email resume and salary requirements to [info@dmacompanies.com](mailto:info@dmacompanies.com).