



Human Resources Generalist – Topsham, ME

Crooker Construction is looking for a detail orientated and organized candidate to join Team Crooker as the Human Resources Generalist. As our Human Resources Generalist, the selected candidate will be responsible for assisting the Human Resources Director with a variety of tasks related to the Human Resources function at Crooker and Precast of Maine.

The primary functions will include administrative support (filing, data entry, tracking programs, etc.) and recruiting support (reviewing applications, attending career fairs, communicating with applicants, etc.). Other duties will include; but not be limited to: communicating with employees, answering policy and benefit questions, processing benefit changes, internal auditing, etc.

This position requires the ability to function comfortably both independently and in a team environment. The selected candidate must have strong attention to detail, excellent customer service skills, and strong verbal and written communication skills.

Previous experience with recruiting is required.

This position is full time hourly and year-round.

Qualifications and Requirements:

- Demonstrated ability to maintain confidentiality
- Ability to work in a fast-paced environment
- Working knowledge of Microsoft Office
- Strong organizational skills
- Must have a strong work ethic and ability to meet deadlines
- Experience using an enterprise resource planning (ERP) program is preferred
- Previous construction office experience is preferred

Benefits:

Vacation, holidays, group health and dental insurance, 401k and profit sharing, short and long term disability, life insurance, and much more!

To apply:

Apply online, <http://www.crooker.com/employment-application/>

OR

Visit our website, <http://www.crooker.com/employment/>, to download a copy of our application.