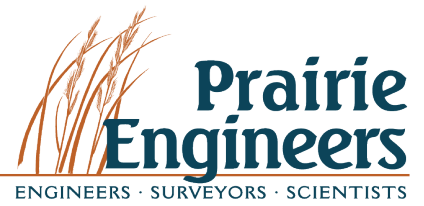


HUMAN RESOURCES PROFESSIONAL



Prairie Engineers, P.C. is seeking a Human Resources Professional to join their team!

Prairie Engineers is a growing company, looking for a Human Resources Professional to join their team. This position is envisioned to contribute to the overall success of the company through the development and execution of an employee retention and recruitment program. The successful applicant will be a self-starter and demonstrate successful prior experience recruiting and retaining engineers or similar professional and technical employees. We offer a flexible work environment, work from home opportunities, and career growth plans to meet your individual needs while providing a competitive salary and benefits. We will accommodate this position as a full-time or part-time schedule in any of our offices.

Essential job functions include:

Collaborate on the design and implementation of goals, strategies, and tactics to attract and retain top talent, develop a diverse & inclusive workforce, build talent pipelines for future job openings, and to showcase our unique and growing company

Support employees through the employment cycle including onboarding documentation, status changes and retirement or exit counseling

Coordinate new hire processes including benefit enrollment, employment eligibility verifications, drug and alcohol screenings, and safety training

Annually review benefit offerings from current and alternate providers, analyze costs to both employees and the company, make recommendations and facilitate management decisions

Improve and apply HR processes, policies and standards meeting local and federal employment laws and cultural environment

Act as a strategic partner to executive leadership in workforce planning

Coordinate recruiting processes including job posting, advertising, applicant tracking, background checks, and prepare employment offers

Manage and maintain records for staff, including training and professional development

Maintain compliance with federal, state, and local employment laws and regulations and recommended best practices

Assist with business registrations, annual compliance reporting, certifications, and prequalifications

Office communications and correspondence, and other duties as assigned

Minimum Qualifications:

Education: A Bachelor's degree in Human Resources or related field

Experience: 5+ years' progressive experience in Human Resources

Knowledge: Thorough knowledge of employment-related laws and regulations

Software: Advanced proficiency level in MS Office including Word, Excel, Outlook, and PowerPoint

Communication Skills: Good verbal and written communication skills

Responsive: Communicates openly, proactively, and promptly

Teamwork: Ability to work both independently and as part of a team

Ideals: Professional, positive attitude with a strong work ethic

Can Do Attitude: Positively engages with challenges and facilitates problem solving

Preferred Qualifications:

More Knowledge: Knowledge of federal and state contracting requirements

Industry Experience: Knowledge of the architecture/engineering/construction industry

Certification: PHR, SPHR, SHRM-CP, or SHRM-SCP

Software: Proficiency in Adobe InDesign and in Microsoft Access

We are an equal opportunity employer that recognizes the value of diversity. All qualified individuals will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other legally protected status.

Potential candidates for this position should **fill out an application** at www.prairieengineers.com and contact Prairie Engineers via e-mail at jobs@prairieengineers.com.

Prairie Engineers is a full-service engineering, geospatial, and environmental science consulting firm delivering sustainable infrastructure solutions to improve our natural and developed environment. We are a woman-owned firm with offices in Columbia, Hillsboro, Washington, Champaign, and Springfield, Illinois; Keokuk, Iowa; Hazelwood, Missouri, and Vicksburg, Mississippi.

Some Benefits of Working at Prairie

Schedule flexibility. We may accommodate non-routine schedules, part-time professional positions, and personal leaves of absence if needed. Need to match your kid's school schedule, reduce hours during the summer or holidays, or work evenings instead of mornings? Let's make a plan!

Location flexibility. We may accommodate work from home, work from the office, or a hybrid solution.

Ample time-off. We are looking for candidate who will give it their all when they are at work, and we recognize the need to "recharge your batteries" so you can continue to give top-notch service to our clients. We give 160 hours of PTO to staff with under 10 years of experience and 200 hours of PTO to those over. In addition, we'll give you an extra 8 hours for every 5 years with our company.

Paid premium overtime. The first 80 hours of overtime goes into a comp time bank which you can use as additional paid time off. If you work more overtime than that, we pay 1.5x your hourly pay rate. Not just for entry-level positions, but for most professional positions.

Generous benefits. A fully paid health insurance premium combined with an HRA for your annual deductible pays 100% of your routine and minor healthcare costs. Plus, life, AD&D, short term and long term disability – with all insurance effective on day 1 of your employment. A 401k that doesn't require a match – you'll get 3% AND the freedom to invest your money how you want.

A bonus that rewards your efforts. We want people who will work hard with a "can-do" attitude and give our clients top notch service, and we expect to reward you for that effort! We distribute approximately half (yes, half!) of our post-tax profits in our bonus program. 30% of that is pro-rated based on salaries for everyone who has been with us for over 12 months. We are a team and it takes all of us working together to succeed. 70% of the bonus program is solely performance-based and rewards those that go above and beyond. We recognize individual contributions for each year.

Prairie Values

People Focused. We prioritize relationships, foster team growth, and promote a culture of inclusion and development.

Can Do Attitude. We positively engage with challenges to form flexible and innovative solutions.

Responsive. We communicate openly, proactively, and promptly.

Prairie Engineers is the Small Firm Winner of the "**Best Places for Engineers to Work**" by the Illinois Society of Professional Engineers for 2021! See what our employees have to say: <https://lnkd.in/dPwzv7r>

For additional information regarding our company and benefits offered to our employees, please visit our website at www.prairieengineers.com.