

offices

davenport
milwaukee
moline
sheboygan

human resources generalist / affirmative action plan coordinator

Our firm is seeking a **Human Resources Generalist/Affirmative Action Plan Coordinator** to develop and implement an Affirmative Action Plan, assuring employment law and human resource policy compliance for multiple offices. This individual will be involved with management in recruiting for new positions and employment opportunities, performance management, job evaluations, and employee recognition programs. In addition, the role will provide support in multi-state record-keeping and payroll processing.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- » Coordinate and implement an affirmative action strategy, assuring compliance with state, federal and other local jurisdiction regulations.
- » Review business practices and work with management to support a diverse work environment, providing guidance and training as needed.
- » Maintain and track all applicant and hiring records.
- » Assist in conducting initial phone screens and set up interviews for applicants.
- » Full cycle recruiting of staff including compliance with Affirmative Action, Equal Employment Opportunity Commission (EEOC) and all federal regulations related to fair hiring and work practices.
- » Prepare and submit EEOC reporting as required.
- » Confer with management to identify personnel needs, job specifications, job duties, qualifications, and skills.
- » Write, edit and review job descriptions.
- » Maintain employee and organization confidentiality.
- » Assist in partnering with leadership to identify staff training gaps and assist in developing training programs.
- » Communicate effectively in a timely manner and demonstrate understanding of effective verbal and written communication skills.
- » Maintain professional development and professional credentialing records, including multi-state requirements.
- » Assist accounting staff with multi-state payroll processing and record keeping, and with outside payroll processing service.
- » Perform other job-related duties, as may be assigned.

QUALIFICATIONS

The ideal candidate shall have:

- » Education: Bachelor's degree in Human Resources, Business Administration, or related field. Equivalent work experience may be substituted for educational requirements.
- » Experience: Knowledge and extensive use of applicant tracking system. Experience using database for managing employee personnel information, recruitment and reporting. Strong negotiation skills for interacting with candidates. Strong team player. Strong initiative and solid judgment skills.
- » Expertise: Analytical and critical thinking skills to make independent

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decisions. Excellent communication skills, both verbal and written.
Excellent organizational skills required for prioritizing workload.

- » Language: Comprehend and use basic language, either written or spoken, to communicate information and ideals.

This position will have standard office hours, with flexibility for off-hour meeting needs. Travel may vary based on multi-office needs.

PROFESSIONAL GROWTH | UNLIMITED OPPORTUNITY

We are a 58-year-old architecture and interior design firm whose success derives from the quality of our design and the loyalty and trust of our growing client base. If you are an organized and self-motivated individual with a desire to grow personally and professionally within a highly collaborative environment, we hope to hear from you. It has been an incredible several years at Bray with steady growth in work, employees, and markets. We have every reason to be excited about the future. Come join us.

CULTURE

We value most our dedicated staff who thrive within a culture of high work ethic, professional growth, commitment to each other and our clients, and supportive and transparent leadership. We have set a high bar of expectation, which is supported with mutual respect, support, and camaraderie.

WE OFFER A COMPETITIVE SALARY + BENEFIT PACKAGE

Please email resume and letter of interest to **Nancy Macek** at nmacek@brayarch.com with **HR GENERALIST/AFFIRMATIVE ACTION PLAN COORDINATOR** as the subject line.

