

Horizons Engineering, Inc is a growing Civil, Environmental & Structural Engineering and Land Surveying firm with 8 offices across New Hampshire, Vermont, and Maine.

Horizons has an immediate need for an experienced professional to manage the Human Resources function for its multiple business divisions. The role requires someone who can work autonomously and partner with a variety of managerial staff to create a connected, rewarding environment. The role reports to the firm President.

Our staff at Horizons Engineering, Inc. is a close-knit group of hard-working individuals who value client service, and design innovation. The successful candidate will have a strong work ethic, be friendly, organized, professional, and help maintain a pleasant working environment.

Desirable skills for this position include:

Recruiting & Onboarding

- Manage advertisements for open positions.
- Assist in applicant screening, interviews, reference checking.
- Generate offer letters in partnership with hiring manager and support the hiring process through on-boarding.
- Maintain employee files.
- Represent the firm at career fairs and other recruiting opportunities.

Employee Relations

- Build trusting relationships and act as a resource to employees at all levels of the organization.
- Actively engage with employees and managers to resolve issues or address concerns in a manner that balances the needs of the business and the employee.
- Partner with all levels of management to ensure appropriate and consistent employee coaching including the development and approval of employee corrective action.

Benefits & Compliance Administration

- Management of benefits plans including health and retirement plans.
- Preparation of reporting for compliance of plans in partnership with plan providers. This includes 1094/1095 documents as well as the 401(k)-plan testing, annual audit and 5500 filing.
- 401(k) plan administration for weekly investment, employee changes, withdrawals, etc.
- Coordinate Open Enrollment process with all locations. Travel to locations with vendors to support the employee education process.
- Manage enrollment, termination and COBRA process for all employees.
- Provide support and assistance to all employees.
- Review, verify and allocate all benefits invoices for payment. Escalate and resolve any billing issues.
- Primary contact for employee leaves of absence including short-term disability and FMLA. Providing direct support of the claims and payment processes.

Policy Development & Compliance Management

- Update and maintain company handbook.
- Research and build core policy for business needs and compliance with statutory requirements.
- Provide distribution of policies and training to staff and ensure compliance as needed.
- On-going updates and maintenance as required for business needs or legal requirements.

Payroll

- Review timesheets and process weekly payroll.
- Produce weekly reports as needed for Finance, benefits processing, etc.
- Provide employee support as needed for reporting, tax forms, etc.
- Provide documentation for unemployment claims. Track claims and file appeals or attend hearings as required.

Specific requirements of the position include:

- PHR or SHRM-CP Certification is preferred.
- 5+ years HR experience in an organization with multiple states.
- Exceptional interpersonal skills, with strong written and verbal skills,
- A track record of sound judgment, strong decision-making skills, and ability to work autonomously.
- Proficiency with MS Office Suite; practical experience in benefit plan administration, 401(k) management and ADP payroll service.
- Compliance proficiency: strength in monitoring and keeping current all local, state and federal employment regulations.
- Flexibility to travel to multiple locations in New Hampshire, Vermont & Maine, when necessary.

Location

Littleton, NH with the ability to visit each Horizons location on an as needed basis.

Salary

\$75,000-\$90,000/year based on experience

If you meet the requirements of this position and have a desire to work hard, learn and grow and successfully face challenges we want you on our team! Please forward a resume and cover letter to:

Human Resources Manager

Horizons Engineering Inc.

34 School Street

Littleton, NH 03561

Or via email at:

hrmgr@horizonsengineering.com

Horizons Engineering Inc. Is an equal opportunity employer

For more information, check us out on Facebook or at www.horizonsengineering.com