



**GREENFIRE**  
BUILDERS OF THE FUTURE

## **Human Resources Generalist**

**Greenfire Management Services, LLC (GMS)**, was recently named one of the Southeastern Wisconsin's fastest growing firms. We are a Construction Management firm located in Milwaukee, Wisconsin. Founded in 2010, **Greenfire** is a wholly owned company of the Potawatomi Business Development Corporation, the investment arm of the Forest County Potawatomi Community, and as such, maintains minority contractor status. We offer our employees a competitive benefit package, 401(k).

**Greenfire Management Services, LLC** is currently recruiting for a Human Resources Generalist for their office located in Milwaukee, WI. The Human Resources Generalist is an integral part of the team, and responsible for providing human resourcing assistance to the Greenfire Team.

### **Duties & Responsibilities:**

#### **Administrative & Receptionist Duties**

- Is responsible to serve as the HR subject matter expert for managers and other internal stakeholders.
- Maintains knowledge and ensures compliance with legal requirements and reporting regulations affecting HR functions.
- Administers GMS's benefits programs, including notifications, open enrollment, COBRA, and distribution of various summary plan documents.
- Manages the HRIS, maintains personnel files, and ensures the security and confidentiality of all employee data.
- Conducts new hire orientation and onboarding.
- Conducts or acquires background checks and employee eligibility verifications.
- Manages and tracks FMLA and various leaves of absence.
- Advises managers in appropriate resolution of employee relations issues and assists in the preparation of documentation.
- Reports and manages Workers' Compensation claims.
- Manages GMS's drug and alcohol testing program.
- Conducts exit interview and responds to unemployment claims.
- Responds to third-party request for employee data and confidential information, in compliance with the law.
- Reviews, tracks and documents compliance with Personal Development Plans. Research and recommend ongoing training opportunities to make available for continued personal and professional growth of Greenfire employees.
- Maintains compliance with federal, state and local employment laws and regulations, and recommended best practices.
- Process bi-weekly payroll transactions withing the in-house payroll system.
- Update payroll files and payroll system with payroll changes, deductions and withholdings.
- Prepare payroll and tax reports to Federal, State and local agencies as required
- Understands the requirements of Company confidentiality and keeps Company information secure and private.



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**Education:**

- Requires a bachelor's and/or advanced degree in Human Resources, Business, or a closely related field, or the equivalent combination of education and experience.
- Minimum 3 years of demonstrated successful HR professional experience in a progressively responsible role.
- National certification preferred, such as PHR or SHRM-CP.
- Knowledge of state, federal and local laws governing employment -related matters.
- Knowledge of or ability to research and quickly learn Native American/Tribal employment laws.
- Knowledge, understanding and ability to work with and promote Native American culture, language, traditions, and communities.
- Strong administrative and organizational skill as demonstrated through and past work experience.
- Ability to prioritize tasks and provide significant attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Commitment to maintaining confidentiality in business transactions and serving as a confidential resource to employees.
- Proven analytical and effective employee management skills
- Excellent interpersonal, negotiation and conflict resolution skills.
- Excellent verbal, presentation and written skills, with the ability to effectively present to employees in groups or one-on-one.
- Proficient skills with computers, software programs (MS Office), internet, mobile technology and other office equipment, with strong, accurate typing and data entry skills.
- Ability to pass a pre-employment drug test and background investigation, including but not limited to, a criminal record investigation and motor vehicle report.
- Possession of a current and valid driver's license.
- Ability to travel approximately 10%

**Working Conditions:**

- The majority of work is conducted in a climate-controlled environment.
- Occasionally meetings of employee, vendors, etc. may occur off site which will require driving in any and all types of weather.
- Work hours range from eight to ten hours per day, five days per week.
- Occasionally, early AM or after hour commitments may be necessary.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.