**Human Resources Generalist / Payroll Administrator**

**Job Description**

LS Black Constructors, Inc. is a growth-oriented commercial and industrial contractor serving the federal, civil-industrial, and building markets in the upper Midwest and across the country. LS Black is seeking a strategic human resources specialist to support its growing operations. The position will report directly to the CFO but will have significant interface with LS Black’s accounting manager.

LS Black’s culture is collaborative, supportive and driven for growth. The successful candidate should exhibit the following core values:

1. **Defy Difficulties –** Meet challenges head on and find creative solutions to problems.
2. **Own It –** Commit to and take pride in what you own.
3. **Team Mindset –** We are better when we collaborate. Work hard and play hard. Maintain a YES mindset.
4. **Mind the Store –** Profitability equals sustainability. Profits provide security and prosperity that benefits all.
5. **Deliver the News –** Prompt and accurate communication is the first step toward a solution.

**Requisite skills, experience, education and certifications include:**

* Minimum of 4 years in Human Resources with a solid understanding of payroll administration for both union and nonunion personnel
* Ability to develop collaborative relationships with managers and staff at all levels
* Strong organization and time management skills
* Experience in the construction industry is strongly preferred

**Key responsibilities and work areas for the position include:**

* Weekly payroll processing
* Certified payroll reporting for LS Black personnel
* New employee onboarding
* Employee offboarding / exit interviews
* Union compliance and reporting for union personnel
* Planning and coordinating company events focused around LS Black’s core values
* Coordinating the Company’s travel requirements
* Maintaining and processing Company’s Affirmative Action and EEO Programs

Interested candidates should submit his/her resume to [resumes@lsblack.com](mailto:resumes@lsblack.com). Please include references knowledgeable about the candidate’s requisite skills and experience.