

## Position Opening

<b>Position:</b>	Human Resources Generalist (On-site)	<b>Location:</b>	Scottsdale or Clarkdale AZ
<b>Opening Date:</b>	Jan 4, 2023	<b>Grade:</b>	7 (Exempt)
<b>Closing Date:</b>	Until Filled	<b>Wage:</b>	Salary \$57k-\$71k (doe)

### **Mission & Values**

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### **Primary Job Function:**

Performs Human Resources related duties at the professional level, including talent management, training and development, benefits and compensation administration, performance management and employee relations. Responsible for and maintains personnel files for employees. Assist in hiring process to include; job postings, applicant sourcing, interview schedules, and new hire orientation. Coordinate, assist and support department managers/supervisors and employees regarding personnel issues. This position reports to the Vice President, Human Resources.

**Please see below a brief summary job description.**

### **Essential Requirements:**

- Able to wear all required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks, and gloves
- Regular daily attendance and punctuality
- Maintain a valid AZ driver's license and acceptable driving record
- Must be able and willing to travel to various site locations (AZ, NM, UT)

### **Knowledge, Skills and Abilities:**

- Bachelor's Degree (Human Resources, Psychology, Organizational Development, Business or related field) or a combination of 3+ years HR work experience (benefits experience a plus), and HR educational/college courses.
- PHR and/or SHRM-CP Certification preferred
- Experience in interacting and effectively communicating (verbal and written) with all levels of management and employees
- Work with highly sensitive information, maintain confidentiality and demonstrate the highest level of integrity
- Proficient computer skills Excel, Word, PPT and database programs: HRIS, Sharepoint, EAM
- Excellent organizational skills; attention to detail

### **Duties and Responsibilities:**

- Maintains up to date personnel files for company
- Coordinates with Benefits Manager; administration, programs and training.
- Maintain effective communication regarding new hires, employment changes and terminated employees within company
- Assist with maintaining HRIS, Sharepoint programs, EAM invoicing
- Assist random drug testing process for assigned business unit/department/company.
- Assist staffing process, including (but not limited to) recruiting applicants both exempt and non-exempt, pre-screening applicants, providing qualified applicants, coordinating interviewing process and orientation, orientation paperwork, inputting and maintaining HRIS; and E-Verify
- Assist with other drug testing and pre-employment testing; including physicals
- Assist termination process with supervisors and other HR team members
- Company contact for outside job/applicant inquiries
- Research, recommend and implement new recruiting sources and strategies for cost-effective, efficient hiring
- Familiar with and understanding of general employment laws, regulations, and compliance (federal, state).
- Assist with performance management process
- Attend, participate, network HR industry related affairs, such as ARPA, PAHRA, local, state or national associations, schools, etc.
- Assist with I-9 forms and processes; audit as needed
- Assist with transfers of successful internal applicants
- Assist with creating appropriate recruiting materials.



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**SRMG / Phoenix Cement Co.  
8800 E Chaparral Rd Ste 155  
Scottsdale AZ 85250**

**ph: (480) 850-5757**

## **Position Opening**

- Assist with job descriptions
- Participates in special projects as requested by VP of HR
- Recommend improvements to policies, programs, and procedures related to the effectiveness of the HR function
- Maintain knowledge of industry trends and employment legislation
- Advise and coach supervisors/managers on HR policies and programs including employee relations
- Assists, coordinates, and facilitates employee training/employee development programs
- Ensure policies, procedures, and HR programs are consistently administered, aligned with organizational goals, and are compliant with all federal, state, and local regulations
- Other duties as assigned or needed

To Apply: Email your resume to [dpeters@srmaterials.com](mailto:dpeters@srmaterials.com) or by fax 623-263-1683

*Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.*

***Salt River Materials Group preferentially hires Native Americans.***