Human Resources Assistant/Recruiter

Job Summary:

The HR Assistant/Recruiter supports the Human Resources department by assisting with recruitment, employee training and onboarding, and administrative HR tasks. Reporting directly to the Director of Human Resources & Marketing, this role is essential in sourcing candidates, coordinating interviews, maintaining employee records, and ensuring compliance with company policies and employment laws. In addition, the HR Assistant/Recruiter will assist with developing and implementing HR processes, supporting company culture initiatives, and providing day-to-day HR support for a fast-paced, growing construction business.

Applicants must have/possess:

- Associate's or Bachelor's degree in Human Resources Management, Business Administration, or related field ***(preferred)***
- Current and valid Driver's license
- Reliable means of transportation
- Clear background screen

Benefits include (full-time status):

- 100% Paid Premium Healthcare Plan
- Vision and Dental Insurance Plans
- Retirement Plan with Company Match
- Annual Profit Sharing Bonus
- Paid Time Off Package
- Weekly Pay
- Branded Clothing Issuance

The primary role of the Human Resources Assistant/Recruiter includes the following essential functions:

- Assist with full-cycle recruiting: job postings, applicant tracking, screening resumes, scheduling and conducting interviews, and extending employment offers
- Assist with onboarding new employees, processing new-hire paperwork, and updating employee files into HRIS
- Assist in coordinating apprenticeship program schedules and sending reminders to students

- Assist with planning and coordinating employee onboarding and training sessions
- Support the Director of HR and Marketing with planning and organizing company events
- Attend career fairs, and networking events, as needed
- Ensure compliance with employment laws, company policies, and HR best practices
- Performs other related duties and projects, as assigned

Qualifications and Skills:

• 1–2 years of HR, recruiting, or administrative experience (***construction industry experience preferred***)
• Associate's or Bachelor's degree in Human Resources, Business Administration, or related field (***preferred***)
• Proficiency in Microsoft Office and HR/recruiting software (ex: Outlook, Word, Excel)
• Excellent written and verbal communication skills
• Strong organizational and time management skills
• Able to handle confidential information with discretion and professionalism
• Able to prioritize and manage multiple tasks simultaneously in a fast-paced environment

Forks Lath & Plaster, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to their veteran status, disability, sex, sexual orientation, gender identity, race, color, national origin, age, religion, or any other characteristic protected under local, state or federal statute, ordinance, or regulation.