



6821 SW Archer Rd  
Gainesville, FL  
32608

APPLY ONLINE  
[www.waterandair.com](http://www.waterandair.com)

## CAREER OPPORTUNITY



Position: **Human Resources Generalist**  
Department: **Administrative Sciences**

If you are a people-person looking to advance your career in the exciting world of HR, this position is for you! We are looking for a qualified and resourceful HR Generalist to support our company. We are offering the choice to work full-time or part-time 4-days per week with full benefits.



### SUMMARY

This is a full-time or part-time 4-days per week, exempt position that assists in developing and executing human resources policies and procedures and providing guidance and interpretation for the business operations. This position will have both administrative and strategic responsibilities, helping the company to plan and administer important functions, such as staffing and orientation, training and development, and compensation and benefits. This position provides back-up support for accounting tasks as needed. Additional work hours may occasionally be required based upon the business needs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and compliance.
- Prepares paperwork, schedule, and facilitate a smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.
- Manages all administrative tasks for onboarding, new hire orientation, pay changes, bonuses, promotions, benefits, performance reviews, and exit interviews, including entering data into HRIS and auditing for accuracy and compliance.
- Provides an effective and dedicated HR service to colleagues in relation to absence and health issues, conduct and capability, organizational change, and all other employee-relations matters.
- Assists in the communication, interpretation, and upkeep of the colleague handbook and contributes to the development of policies.
- Maintains knowledge of trends, best practices, regulatory changes, and innovative technologies in human resources, talent management, and employment law.
- Advises managers on company policy and employment law matters such as equal employment opportunity and sexual harassment and recommend needed changes.
- Remains visible and establishes a role as the colleague's first point of contact for HR related concerns. Operates under the company's Code of Ethics.
- Completes annual compliance reports such as EEO-1, VETS, and OSHA reporting to ensure compliance with federal, state, and local employment laws; file reports as required.
- Monitors unemployment and workers' compensation claims and manage the claims processing and files.
- Coordinates OSHA physicals for colleagues in the medical surveillance programs; ensure certificates are received and filed for compliance.
- Conducts accounting support tasks as requested.
- Exercises dependability and demonstrates reliable attendance.
- Interacts professionally as a collaborator in an office environment.
- Possesses flexibility and versatility in order to contribute to evolving work situations.
- Manages and maintains confidential proprietary information.
- Other duties may be assigned to meet the needs of the business.



## CAREER OPPORTUNITY

### EDUCATION & EXPERIENCE

**Required:** Bachelor's degree in Human Resources, Business, Management, or related field and a minimum of 2 years of professional HR experience. Personal cell phone with active contract. Proficient in all MS Office software. Excellent communication and interpersonal skills, ethics, and cultural awareness. Strong problem solving and reporting skills. **Strongly Preferred:** SHRM-CP or PHR certification.

### ABOUT US

Water & Air Research, Inc. (Water & Air) is a multidisciplinary, employee-owned environmental engineering and consulting firm comprised of engineers, geologists, biologists, environmental scientists, planners, and support staff. Water & Air provides a wide range of services to private and public clients throughout Florida and other regions of the United States

Founded in Florida in 1970, Water & Air employs more than thirty-five staff members at our corporate office in Gainesville, Florida. Since the Company's inception, Water & Air has helped clients deal with vital environmental issues while promoting environmental responsibility.

Application can be found online at [www.waterandair.com](http://www.waterandair.com)

Submit Cover Letter, Application, & Resume to [spackham@waterandair.com](mailto:spackham@waterandair.com)

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