



HR Specialist

The HR Specialist will work to align business objectives and drive organizational success through employee related initiatives. This role is both strategic and hands-on, providing support in areas such as employee relations, performance management, talent development and workforce planning.

Essential Duties and Responsibilities:

- Partners with leadership to develop and implement HR strategies that align with business goals.
- Serve as a trusted advisor on organizational structure, workforce planning, and succession planning.
- Supports managers with performance management processes, coaching and employee development.
- Manage and resolve complex employee relations issues; conducts effective and fair investigations.
- Assist in driving a culture of feedback, accountability and continuous improvement.
- Leads and administers benefit programs that align with company values and needs.
- Administer, maintain and update HR policies and procedures and ensures compliance with local, state and federal employment laws.
- Support recruitment efforts by posting jobs, screening candidates, and coordinating interviews.
- Conduct onboarding and orientation for new hires to ensure a smooth transition.
- Serve as a point of contact for employee questions regarding HR policies and benefits.
- Supports and initiates employee engagement initiatives and helps foster a positive workplace culture.
- All other duties as assigned.*

Skills and Abilities

- Advanced knowledge of state, local, and federal employment laws.
- Excellent verbal and written communication skills
- Knowledge of telecommunication facilities and practices preferred but not required.
- Knowledge of company policies and procedures.
- Ability to analyze data and skill in identifying problems and resolving them.
- Strong ability to maintain confidentiality.
- Skill in operating various office equipment such as personal computers, various software programs, telephone systems.
- Skill in Microsoft Excel, Microsoft Word, Microsoft Outlook.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail, work independently, function as a team player.
- Ability to be self-motivated and enthusiastic.
- Ability to think progressively while quickly grasping new ideas.
- Ability to maintain a positive attitude.



Education and Experience

To perform this job successfully, an individual must be able to perform each item under “Essential Job Functions” satisfactorily.

- Bachelor’s degree in HR, Business Administration, Business Management, or related field.
- 3+ years’ hands on HR experience.
- SHRM-CP or SHRM-SCP desired.

Physical Requirements

| PHYSICAL REQUIREMENTS | 0-24% | 25-49% | 50-74% | 75-100% |
|---|-------|--------|--------|---------|
| Seeing: Must be able to read service orders and trouble reports. | | | | X |
| Hearing: Must be able to hear well enough to communicate with employees and business contacts. | | | | X |
| Standing/Walking: Must be able to move about work site. | | | X | |
| Climbing/Stooping/Kneeling: Must be able to stoop, kneel and crawl to perform installations. | X | | | |
| Lifting/Pulling/Pushing: Must be able to lift at least 25 lbs. | X | | | |
| Fingering/Grasping/Feeling: Must be able to write, type, and use phone system. | | | | X |