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HR Assistant

Job Category: Office

Requisition Number: HRASS002915

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Posted: January 30, 2024

Full-Time

Boise, ID 83709, USA

Job Details

Description

Are you looking for an organization that provides an open and collaborative environment? A culture that embraces individual growth utilizing a team-oriented concept. At Big-D Construction we Think Big, Work Big, Live Big.

McAlvain Construction, a Big-D Company, has an opportunity for a **HR Assistant** to join the team located in **Boise, ID** area.

Job Summary

The HR Assistant plays a crucial role in supporting the Human Resources Department in various administrative tasks and activities. This position involves handling day-to-day HR Operations, maintaining employee records, assisting with onboarding and offboarding process in addition to assistance as needed with Initiatives and programs related to employee enrichment.

Essential Duties & Responsibilities

- Maintain accurate and up-to-date employee records, including personal information, attendance, and other relevant data.
- Ensure confidentiality and security of employee information.
- Assist in the recruitment process by posting job openings, scheduling interviews, and assisting with career fairs.
- Facilitate the onboarding process for new employees, including paperwork, drug tests and coordination of orientations.
- Process documentation related to employee terminations.
- Assist employees with benefit-required inquiries and help resolve issues.
- Assist the onboarding process with field employees.
- Assist in implementation of HR Policies and procedures.
- Serve as a liaison with the Spanish-speaking team members.
- Coordinate training sessions and workshops as directed by HR Director
- Provide general administrative support to the HR department.
- Assist in organizing HR Events and initiatives related to employee enrichment.
- Function as backup on front desk when needed

Education & Experience

- Bachelor's degree in human resources, Business Administration or a related field (preferred)
- Experience as an HR Assistant or in a similar administrative role.
- Knowledge of HR processes, policies and procedures

Other Competencies & Skills

- Excellent communication and interpersonal skills
- Bilingual in English and Spanish
- Strong organizational skills
- Proficient in MS Office software
- Ability to maintain confidentiality and handle sensitive information.

- Detail oriented
- Ability to work effectively in a team environment.

At McAlvain, we are looking for specific talent that fits within our culture.

We have a set of standards for all positions within the organization. First and foremost, we're interested in the qualities of an individual with a secondary focus on technical skills, education, experience, etc. While we acknowledge that a candidate must be qualified for a position they are applying for, we strongly encourage all applicants to also consider the qualities described below prior to applying for a position with us. Finding the 'right' fit for our team is of utmost importance. Any candidate we invite to join our team will be challenged to elevate their potential, personally and professionally, and will be a proactive and involved participant in the continued growth of our organization.

- People that demonstrate humility and are aware of how they interact within teams. People who stand out while taking interest in others, not attempting to be the center of attention, and are happy sharing team successes. We are looking for people who are emotionally intelligent, understand dynamic team relationships, and enjoy collaborating on challenging endeavors.
- People who display grit and resilience and can withstand high pressure situations, have crucial conversations, will stand-up to adversity and stay strong and focused under pressure. People who convert challenges into opportunities.
- People who have a passion for growth and outwardly share positivity and optimism.
- People who are honest and ethical in all circumstances. People who have a clear conscience and are trustworthy with their families, friends, colleagues, and clients.
- People who are driven, self-motivated, eager and enjoy taking ownership of situations. People who understand their why and their purpose and use it to energize their experiences. People who are dependable, disciplined and drive tasks to completion timely and consistently.
- People who are team players and are dedicated to the mission. People who are willing to take accountability and responsibility. Would you thrive on Jocko Willink's team?

Benefits

- 100% Coverage for medical and dental insurance for individual or family plans.
- Employer Contribution into an HSA
- 401k with Match
- Long-Term & Short-Term Disability
- Life Insurance
- Other Supplemental Benefits
- PTO & Holidays

Additional Job Information

Interested applicants must submit their resume for consideration using our applicant tracking system. Due to the high volume of applications received, only candidates selected for interviews will be contacted. Candidates must be legally authorized to work in the United States. Unsolicited resumes from search firms or employment agencies, or similar, will not be paid a fee and become the property of Big-D Construction.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

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