

Engineered Cooling Services

Job Posting: Human Resource Assistant

Engineered Cooling Services (ECS), the Southeast's leading commercial HVAC service company is currently seeking highly talented individuals to join our growing team. ECS specializes in energy efficient commercial HVAC services. At ECS, our people are our most important resource along with a deep commitment to our community. We continually strive to attract the best employees in the industry by offering competitive salary, advancement opportunities, excellent benefit packages and multi-level training opportunities.

Position Description

We are looking for an HR assistant to handle a variety of personnel related administrative duties. Your role is to strive for excellence while acting as the liaison between the HR manager and employees, ensuring smooth communication and prompt resolution of all queries and handling highly confidential matters. You will also support our daily administrative and HR activities and assist in coordinating HR policies, processes, and relevant documents along with other administrative duties.

Our ideal candidate has previous administrative work experience, must be detailed orientated and highly organized. The ability to work independently, assist in more complex HR duties like posting job ads and preparing Power Point training presentations, professional appearance, and a team player.

Principal Responsibilities

- Assist with day-to-day operations of the HR functions and duties
- Provide clerical and administrative support to HR manager
- Welcome and onboard new employees to the organization
- Deal with employee requests regarding human resource issues, policies, benefits, and regulations
- Develop and prepare PowerPoint presentations used for onboarding and training purposes
- Maintain technical knowledge by attending educational workshops, reviewing publications
- Maintain employee confidence and protect operations by keeping human resource information confidential

Workplace Values

Team members will be expected to operate in line with our core values which are:

- Community
- Excellence
- Fairness
- Growth
- Loyalty

CAREER OPPORTUNITY

Benefits

The following is a brief overview of the company's benefits program:

- Major Health and dental insurance
- Life insurance
- Long term disability
- 401K with Company Match
- Paid sick, vacation and holidays
- Professional training and industry certification
- Referral incentives
- Continuing education reimbursement

Qualifications

The following qualifications along with individuals' previous work experience will be considered by the company when evaluating applicants:

- 18 years of age or older
- Valid driver's license
- High school diploma or equivalent
- Minimum of 5 years administrative experience preferred
- Proficient in all Microsoft products
- Dependable
- Able to multi-task in a fast-paced environment
- Highly organized
- Detailed orientated
- Professional appearance
- Team player
- Self-motivated

How to Apply

All qualified applicants will receive consideration for employment without regard to veteran status, race, color, religion, sex, sexual orientation, gender identity or national origin.

If you meet the above qualifications and would like to apply for this position, please attach your resume and cover letter to an e-mail. Send your e-mail to jobs@engineeredcooling.com. ECS is a drug free workplace and an equal opportunity employer.