



## **Senior Human Resources Generalist**

### **Position**

The Rush Companies is seeking a Senior Human Resources Generalist to join our growing team of real estate and construction professionals! The primary function of this position is to lead the development and administration of Human Resources related duties at the professional level and carry out responsibilities in some or all functional areas. The successful candidate will provide consultation, guidance, coaching and hands-on expertise in areas of recruitment, compensation, performance management, training and development, benefits (including 401(k)), employee relations, onboarding, and all HR-related compliance, including local, state, and federal employment laws.

### **Company**

The Rush Companies is a diversified real estate organization comprised of seven companies that work together to build and maintain communities. Since 1987, we have built structures and relationships that last thanks to a commitment to exceed expectations at every turn. While we may have professionalism, integrity, resourcefulness, excellence, teamwork, and innovation carved into our cornerstones, our true key to success is the passion we wear right on our sleeves.

### **Scope of Responsibilities**

- Assists in development and implementation of employment policies and procedures
- Prepares and maintains employee handbook and policies and procedures manuals
- Maintains compliance with local, state, and federal laws and regulations concerning employment
- Develops, maintains, and coordinates employee recognition programs
- Administers compensation program and evaluates to meet competitive environment
- Performs benefits administration to include interfacing with broker, change reporting, and communicating benefit information to employees
- Writes and posts job advertisements
- Assists with interviews, screens, and recruits job applicants to fill entry-level, professional, and technical job openings
- Develops and maintains employee recruitment plans and goals, and promotes internal culture of employee recruitment
- Assists with employee relations counseling and problem resolution counseling
- Coordinates onboarding and exit interviewing
- Facilitates and/or provides employee retention practices for the workforce
- Participates in staff meetings and attends other meetings and seminars
- Maintains company organization charts
- Performs other related duties as required and assigned

### **Requirements**

- A bachelor's degree in Human Resources Management and 5 to 8 years of Human Resources experience; or a master's degree in Human Resources Management and 3+ years of experience in the HR field, or any similar combination of education and experience
- Human Resources certification (PHR/SPHR, SHRM-CP/SHRM-SCP) preferred
- 3+ years of experience with an Architecture, Engineering, or Commercial Construction firm is beneficial
- Ability to provide leadership, work collaboratively on teams and consult effectively and independently with all levels of the organization
- Strong competency in MS Office Suite including Word, Excel, Outlook, PowerPoint; experience with a HRIS/HRMS a plus
- Strong interpersonal and social skills (communication, listening, maturity)
- Good leadership and mentoring skills

- Reasoning and analytical ability
- Objectivity and impartiality
- Excellent organizational skills
- Imaginative and creative
- Enjoys undertaking new challenges

**How to Apply**

Please send cover letter, resume, and salary expectation to [jobs@therushcompanies.com](mailto:jobs@therushcompanies.com) or to:

The Rush Companies  
c/o Human Resources  
6622 Wollochet Dr. NW  
Gig Harbor, WA 98335

Equal Opportunity & Drug-Free Employer