

## HUMAN RESOURCES SPECIALIST

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an architecture, engineering and interior design firm based in Michigan, Indiana, and Kentucky, is looking for a talented Human Resources Specialist in our Grand Rapids office location.

### **POSITION PURPOSE**

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Responsible for creating a positive experience for employees through positive Human Resources actions and activities in support of our 90+ team members in Grand Rapids and Grand Haven office locations. Manage recruiting strategy and tasks firm wide to find the right talent.

### **POSITION RESPONSIBILITIES + EXPECTATIONS**

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EMPLOYEE RELATIONS AT OFFICE LOCATION [Grand Rapids and Grand Haven]:

- Manage and deliver all HR needs.
- Execute all culture activities, events, and programs.
- Execute engagement and appreciation programs.
- Deliver employee welcome and orientation programs
- Manage employee parking details and management.
- Support education needs, to include licensure, certification etc.
- Seek out the support and guidance of payroll and benefit specialist as requested.
- Attend local HR networking events.

HR SPECIALITY – ATTRACTION, SELECTION, AND RETENTION SPECIALTY:

- Develop and manage attraction, recruitment, and selection strategies.
- Partner with leaders to understand career opportunities and create or revise position descriptions to attract talent.
- Collaborate with managers/superiors to develop all offer letters and other selection documents.
- Train and advise managers/supervisors on interviewing techniques and assessment methods.
- Partner with Marketing to develop social medial campaigns for brand building and attraction.
- Manage the candidate interview processes.
- Design and measure results of candidate experiences through 90 day interviews and stay interviews.
- Develop all welcome and onboarding materials to include schedules, calendars, required training, etc.
- Maintain a database of potential candidates for future.
- Build and complete monthly recruiting reports.

BUILD CULTURE, PROVIDE GUIDANCE + LEADERSHIP:

- Create opportunities to enhance teamwork and create inclusion, leading to a positive work environment.
- Promote a positive work culture by leading by example and supporting TowerPinkster Leadership.
- Strive to cultivate equity, respect, integrity, humor, and the celebration of talent
- Encourage good communication among team members and across other disciplines.
- Participate in organizations and other outside work activities to promote TowerPinkster and to develop relationships for long term talent selection.
- All other job duties as apparent or assigned.

### **POSITION COMPETENCIES**

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- Excellent verbal and written communication skills.
- Good listening skills.
- Ability to use technology in an efficient and effective manager.
- Strong aptitude for learning.
- Ability to effectively manage time and expectations.
- Critical thinking skills.

### **POSITION QUALIFICATIONS**

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- A Bachelor's Degree in a Human Resources related field.
- A minimum of 10+ years of professional experience working as an HR professional include direct responsibility for recruitment efforts.
- Familiarity with applicant tracking systems and resume databases.
- Experience with sourcing techniques, referral programs, and social media platforms [LinkedIn, Facebook, Instagram etc.].
- Proficient in Word [Excel, MS Word, Gmail etc.].

### **POSITION LOCATION**

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This is a full-time position located in Grand Rapids, Michigan.

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 190 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2021 National 101 Best and Brightest Companies to Work for Award and the 2021 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer