



Human Resources Specialist

Morrison-Maierle is a 100% employee-owned firm that offers a broad range of engineering, surveying, and scientific services throughout the western United States. Practicing for almost 75 years, Morrison-Maierle's approximately 300 employee-owners are located in 12 office locations throughout Montana, Wyoming, Washington, and Arizona. We are the largest multi-disciplinary engineering-related firm headquartered in the upper Rocky Mountain region (ENR 331). We take great pride in creating solutions that build better communities.

In order to support the growth of our company our Human Resource team is expanding. We have an exciting full-time opportunity in our **Helena, Montana** office for a **Human Resources Specialist**. We are looking for someone who looks forward to a challenge, wants to be a member of a productive team, and most importantly is customer service driven.

Human Resources Specialist	
Opportunity	<p>The Human Resources Specialist primary responsibilities include benefit administration, wellness program administration, coordinating and processing new hire and termination paperwork.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none">• Administers the company's benefit programs, including medical, dental, vision, life, short & long term disability, health savings accounts and dependent care. Serves as primary point of contact for benefit related questions. Ensures accuracy and eligibility of benefit enrollments. Leads the annual open enrollment process, including coordinating on-site meetings at our various locations. Recommends changes or additions to benefits to reflect both employees and the company's needs.• Wellness program administration, including communicating program activities, coordinating on-site health screenings, collaborating with wellness vendors, and making recommendations on additions/changes to the program.• Coordinates, leads, and conducts new employee orientation program; creates new hire packets; prepares and tracks completion of onboarding paperwork, including benefit enrollment forms.• Processes unemployment claims, disability insurance claims, and worker's compensation claims.• Maintains employee personnel files.• Complies with federal and state legal requirements by staying abreast of new legislation and ensuring adherence to requirements.• Assists in establishing a positive HR presence with all employee-owners and management.
Qualifications	Bachelor's degree with emphasis in Human Resources or related field and 1 to 5 years of related human resources experience, or an equivalent combination of education and experience. HR generalist or benefit

	<p>administration experience preferred. Must be proficient in Microsoft Office suite.</p> <p>Must be service oriented and be excited to work in a team environment. Interpersonal skills to interface effectively with employees, managers, vendors, and clients. Positive attitude and professional bearing. Highly effective communication skills, both written and verbal. Demonstrate analytical, problem-solving, decision-making and follow-through skills. The ability to monitor and prioritize work to meet demanding deadlines. Strong organizational skills and aptitude for detail. Must maintain a high standard of confidentiality.</p> <p>This position will require periodic travel to Morrison-Maierle offices and at times may be asked to travel to other venues.</p> <p>Must have a valid driver license and insurable driving record.</p>
Salary	\$42,000 - \$55,000
Location	Helena, Montana

An Equal Opportunity Employer for Minority / Female / Disability / Veterans

What's So Special About Working at Morrison-Maierle?

We are surrounded by and work in the beauty of the upper Rocky Mountain United States. We work hard and play hard, providing our employee-owners the opportunity to find harmony between their career ambitions and personal passions in some of the most desirable locations in the country.

As an employee-owned firm, Morrison-Maierle recognizes that its success, measured in growth and profitability, is the direct result of the contribution and commitment of our employee-owners. The responsibility of ownership is part of our culture and we believe employees should benefit from their efforts and contributions to the firm through an ownership stake in the Company.

Morrison-Maierle is a community-minded company that encourages its employee-owners to become involved in organizations with local and personal significance. We follow our Core Values of integrity, respect, commitment, and excellence in everything we do.

Our employee-owners enjoy a comprehensive benefit package which includes Employee Stock Ownership & 401(k) Retirement plans, Medical, Dental, and Vision Insurance, Health Savings Account employer contribution, Wellness Incentives, Paid Personal and Holiday Leave, Company Paid Life/AD&D and Long Term Disability Insurance as well as voluntary, employee paid benefits such as Short Term Disability and Supplemental Life Insurance.

Apply online at www.m-m.net.