



## Job Title

- Human Resource Generalist

## Job Summary

- This position is responsible for the management, maintenance and compliance of employee records per federal, state, local and company requirements for 100+ employees. This position will assist with the implementation and execution of overall employee satisfaction programs and new hire recruitment. The ideal candidate will be detail-oriented with excellent problem-solving and communication skills. Position is located at our Tallahassee Office. Bilingual (Spanish) preferred.

## Major Responsibilities

- Oversee employee satisfaction programs to identify areas of concern and increase productivity
- Prepare and manage benefits package and employee eligibility
- Implement policies and procedures
- Protect company's value by keeping information confidential
- Ensure compliance with federal and state regulations and guidelines
- Establish, maintain and update employee records timely
- Serve as Payroll backup for weekly processing
- Manage and track payroll data for garnishments, vacation accrual and usage, sick pay, insurance and 401(k)
- Process payroll generated liability payments and file applicable returns
- Setup and complete weekly required Davis Bacon certified payrolls
- Participate in and prepare for audits as assigned
- Compile internal management reports as requested
- Process year end reports/forms including W2, W3, 1094-C and 1095-C forms
- Process and track workers compensation claims to follow the back to work program
- Reconcile monthly benefit invoices
- Implement continuing education and safety programs for employees
- Initiate and complete employee performance reviews per established schedule
- Coordinate with marketing team for employee recruitment



4425 Entrepot Boulevard Tallahassee, Florida 32310  
(850) 656-1211  
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*\*Dowdy Plumbing Corporation is an affirmative action/equal opportunity employer consistent with applicable federal and state law. All qualified applicants are encouraged to apply.*

## Required Qualifications

- Must have at least 4 years of previous human resources experience
- Previous accounting and payroll processing experience
- Bachelor's Degree in related field or similar
- Excellent communication and interpersonal skills
- Working knowledge and experience with Microsoft Office products
- Strong computer skills
- Analytical mindset
- Outstanding organizational skills
- Effective multi-tasker in a fast-paced environment

## Salary

Competitive and commensurate with qualifications and experience. Starting Salary \$45,000 - \$50,000

## Benefits

- Paid vacations
- Continuing education
- Supplemental Insurance
- Health Insurance
- Dental and Vision Insurance

## How To Apply

- Visit our website – [www.dowdyplumbing.com](http://www.dowdyplumbing.com) for an application download
- Fax application for employment to (850) 877-1699
- Email resume and application for employment to [employment@dowdydowdyplumbing.com](mailto:employment@dowdydowdyplumbing.com)
- Complete an application at the Dowdy Plumbing office



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