

Human Resources Generalist

Interested in the energy industry? Care about the environment? Then KP Engineering is a great place to further your career. We are an engineering, procurement, and construction ("EPC") firm serving the renewable energy, specialty chemical and refining markets. We are looking for an experienced Human Resources (HR) Generalist to join our team in a non-supervisory role that facilitates the daily functions and transactions of the Human Resource (HR) department for all locations of the company. This includes on/offboarding, administering pay, benefits, payroll, leave programs, and enforcing company policies and practices. This position will be located in our Houston, TX office with expected travel to other company locations (approximately 25% of the time).

Essential Duties & Responsibilities

- Responsible for processing payroll for all locations in the business unit
- Administers health and welfare plans, including enrollments, changes, and terminations; processes required documents through payroll and insurance providers or broker representatives to ensure accurate record-keeping and proper deduction
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments
- Assists in the recruitment of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Assists in employee disciplinary meetings, terminations, and investigations

Qualifications & Experience

- Education: Bachelor's degree in Business Administration, Human Resources/Services, Psychology, or relevant discipline
- Experience: Minimum of 5 years of experience as an HR Coordinator or HR Generalist in benefits, payroll and/or human resources in an organization of at least 100 employees. Payroll & benefits administration experience is REQUIRED.
- HR Knowledge: Strong knowledge of payroll practices and processing, benefits administration, human resources principles, practices, and compliance is required.

Working for KP Engineering

This position description reflects management's assignment of essential functions, and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this position at any time. As a wholly-owned subsidiary of The Shaw Group, KP Engineering is an Equal Opportunity Employer and does not discriminate on the basis of race or ethnicity, religion, gender, national origin, age, veteran disability or genetic information or any other reason prohibited by law in employment.

Each of our employees receives:

- Generous health benefits
- Competitive compensation
- 401K and matching
- Ongoing professional training and development
- Opportunity to participate in community service
- Mobility/flexibility
- Commitment to work-life balance
- Exclusive team-building opportunities

Apply Today

Please email your resume to Careers@KPE.com to be considered for this opportunity.