



HR & Operations Specialist

Graham & Hyde Architects is seeking someone with a strong human resources and business management background to support all aspects of our fast-paced and growing company. The HR & Operations Specialist, along with the Business Manager, will support all administrative functions of the business including payroll, benefits, 401k administration, employee relations, paid time off, recruitment, new hire onboarding, and policy management, ensuring all employees at Graham & Hyde feel taken care of and supported. The ideal candidate will enjoy the variety of duties that this role will provide, as well as the opportunity to flex between both as part of a team and with a strong sense of autonomy, with direct access to company leadership. Graham & Hyde has been in business since 1968 and has earned a strong reputation for the quality of our work in the community as well as our knowledgeable team, and our flexible, compassionate culture.

Qualifications:

- Recruit and onboard new hires, helping the company to attract and retain talent to support our growth
- Work to maintain strong relations between the company and our employees; step in as a trusted advisor on employee relations issues
- Coach both managers and employees on performance management opportunities
- Manage the company's employee benefits programs
- Maintain paid time off allocations and balances
- Maintain employee files and records as well as our Employee Handbook
- Support payroll, and accounting functions such as accounts receivable / accounts payable and invoicing
- Manage the overall office environment to ensure pristine facilities and a smooth operation (mail, reception, facilities, supplies) and handle the company's off-site storage program
- Jump in where needed to support employees, leadership and the business manager; performs duties as-required

The successful candidate will report to the company's Business Manager who oversees all accounting, human resources, office management and facilities.

Experience and Education:

- Our ideal candidate would have an Associate or Bachelor's Degree, or equivalent experience in Business, Accounting, or Human Resources
- In addition, the successful candidate would have 5 years of work experience performing related duties such as general office management, HR, payroll, tax filings and reports and accounting.

Competencies and Proficiencies:

- Dedicated to creating a positive work environment and takes initiative to create tools, programs and processes that improve company culture.
- Excellent organizational and time management skills.
- Ability to multitask and manage priorities effectively.
- High degree of confidentiality, professionalism, and attention to detail.
- Hands-on, analytical problem solver who can work autonomously.
- Proficient with computers, especially QuickBooks and the Microsoft Office Suite.
- Strong verbal and written communication skills; comfortable communicating equally well with field employees, company leaders, and customers.
- Motivated to aid any/all departments and willingness to be a true member of the administrative team, filling in when/where needed.
- Must possess a valid driver's license and have reliable transportation.
- Ability to lift 25 lbs. as-needed when items need to be brought to/from the company's offsite storage.
- Our office is 2 stories without an elevator, and the ability to regularly climb up and down stairs is a reality in our organization.

Location:

- This is a full-time (40 hours per week), exempt position at our company's main office in Springfield, Illinois.
- The candidate will be expected to perform the majority of work in our Springfield office, with only the occasional ability to work from home.

Compensation and Benefits:

- Graham & Hyde offers a competitive benefits package that includes company-paid (employee) Health / Dental and Vision plans, Life Insurance, Short-Term and Long-Term Disability, 401K Plan with Employer Contributions, Paid Holidays, and a generous PTO package.
- Base Pay Range: \$60K to \$77K

Graham & Hyde Architects is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.