



Pro-Tec Fire Services, Ltd.

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HR Generalist/Assistant

Applications are currently being accepted by Pro-Tec Fire Services at the Corporate office in Appleton, WI for a current fulltime HR Generalist/Assistant opening. Current pay is \$50,000 per year and benefits package is offered.

Job Summary: While receiving leadership support from the Director of Human Resources, the Human Resource (HR) Generalist/Assistant advances our mission by providing administrative support to the human resources department and supporting initiatives throughout the organization to benefit Pro-Tec's members in the US and Canada. These initiatives and programs included by are not limited to recruiting, onboarding, benefits and wellness, engagement, leaves, recognition, and employee relations. The HR Generalist/Assistant will align service delivery in a manner that is consistent with the mission, vision, values, and brand of Pro-Tec Fire Services.

Key Responsibilities:

- Assists with talent acquisition, supports the orientation process, and is first point of contact for HR related questions from employees and applicants.
- Handles routine labor relations and human resource inquiries related to policies, procedures, the collective bargaining agreement. Refers more complex questions as appropriate to senior level HR staff or management.
- Provides information and coordinates activities related to established Human Resources policies, procedures, or processes.
- Updates company policies, procedures, and other documents.
- Builds and maintains effective communication and good working relationship with team members at all levels of the organization.
- Assists with management of benefits, ACA compliance, OSHA logs/filings, 401K plan audits, and reporting.
- Maintains compliance with State and Federal regulations and employment laws.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability and retirement plan providers.
- Identify areas Pro-Tec and/or technology can improve the ability to manage HR processes and help drive implementation.
- Assists with planning and execution of special events such as benefits enrollment and standardized training.
- Assists with special projects and other duties as assigned.

Education, Skills & Experience Requirements:

- Associate or bachelor's degree in human resources or related field.
- Intermediate level of proficiency with Word, Excel, PowerPoint, Outlook, Teams, Zoom and a basic to intermediate level of SharePoint experience.
- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation, and conflict resolution skills.
- Ability to communicate complex information to a diverse audience and all levels of the organization.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent time management and prioritization skills, the ability to manage multiple projects simultaneously with proven ability to meet deadlines.
- Excellent organization skills and attention to detail.



- Ability to act with integrity, professionalism, understanding of confidentiality, and proper handling of sensitive information.
- Familiarity with federal and state laws related to employment relations, performance management, and medical leave.
- Working knowledge of office equipment.
- Bilingual in English and French a plus but not required.

Supervisory Responsibilities:

- None

Benefits:

- 401(k) with company matching
- Dental, health, vision, and life insurance
- Flex spending account
- Paid time off
- Flexible schedule

Ability to commute/relocate:

- Appleton, WI: Reliably commute or planning to relocate before starting work (Required)

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the typical elements and criteria necessary to successfully perform the job. The company reserves the right to add, amend or revise the job description at any time.

Schedule: Monday-Friday

Job Type: Full-time

Hiring one candidate.

- Click [here](#) To Apply:

