

## WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

### The nitty-gritty stuff

- Develop, administer, and provide guidance on company policies and procedures.
- Investigate employee relations situations, including but not limited to answering employee inquiries, investigating complaints, conflict resolution, and employee or manager coaching.
- Full recruitment function. Engage multiple medias to identify and attract qualified candidates.
- Manage hiring process, including post-offer and pre-employment requirements.
- Manage on-boarding and off-boarding processes.
- Provide benefit administration and education.
- Stay current with developing federal and state regulatory changes.
- Ensure legal and regulatory compliance, and stay abreast of pending and new legislation.
- Develop and present training programs on various topics.
- Process semi-monthly payroll.
- Perform ad-hoc administrative HR tasks, as needed.
- Other tasks, functions and projects, as assigned.

## WHAT YOU NEED

- Bachelor's in Human Resource Management or related field.
- 5+ years' experience in Human Resources
- Advanced knowledge of EEO, FMLA, ADA, FLSA, OSHA, Workers Compensation, DOL, EEOC and other related Federal & State laws.
- Proficiency with computers including Microsoft Office products and HRIS Systems.
- Working knowledge of multiple human resource disciplines including wage and hour regulations, 401k program compliance, compensation practices, organizational design, diversity, performance management
- Ability to write reports, business correspondence, and procedure manuals.
- Exceptional oral and written communication skills.
- Effective interpersonal skills with an ability to develop productive working relationships with others.
- Ability to multitask and maintain a high level of confidentiality, while also being detail oriented and driven.

## WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.