



## HR GENERALIST / RECRUITER

**Department:** RUSH DEVELOPMENT COMPANY  
**Reports To:** HR Manager  
**FLSA Classification:** Non-Exempt/Hourly  
**Date:** 12/2024

### Job Summary

#### Company

The Rush Companies is a diversified real estate organization comprised of seven companies that work together to build and maintain communities. Since 1987, we have built structures and relationships that last, thanks to a commitment to exceed expectations at every turn. We are focused on building an exceptional future together by living our *Guiding Principles* on a daily basis. At Rush, we believe that if something is worth doing, it's worth doing right, which is why our team is made up of experienced, creative problem-solvers, who provide solutions our clients can count on.

We are seeking an experienced HR professional who excels in recruitment and thrives in a fast-paced environment. The ideal candidate is organized, has a high attention to detail, and is personable, with a strong sense of professionalism and discretion. Key responsibilities include recruitment, onboarding, offboarding, policy compliance, drafting HR templates, and supporting daily HR operations. Join our team and play a vital role in shaping our people-focused initiatives!

#### Essential Duties & Responsibilities:

- Establish trust and maintain professional relationships with all levels of employees
- Prepares recruitment lists and posts jobs using job boards like LinkedIn and Indeed
- Screens applications for quality candidates and coordinates interviews
- Generates official internal documents such as offer letters, recognition, etc.
- Coordinates new hire orientation
- Tracks all onboarding/offboarding tasks using MS Planner ensuring all HR team tasks are completed on-schedule.
- Orders business cards, office nameplates, Key FOBS and gas cards where appropriate.
- Enters new team member info into: HR Management Software and various internal applications for benefits elections, timekeeping, training and development.
- Maintains employee data information in relative computer systems

- Posts new employee announcements on Company intranet
- Sets up 90-day new hire check-ins with Managers
- Tracks Employee Referral Awards and coordinates payment
- Assists Payroll Coordinator with collecting time entries each week
- Helps plan and coordinate company events

### **Minimum Qualifications**

- Bachelor's Degree in Human Resources field not required, but preferred.
- Minimum of 2 years of HR Generalist experience
- Must possess the ability to deal tactfully with personnel, management, government agencies and the general public.

### **Compensation & Benefits**

**Compensation:** \$76,000 - \$90,000 (DOE)

**Benefits:** Medical, Dental, Vision, Life Insurance, FSA, HSA, Employee Discounts, Employee Referral Bonuses, 401 (k), 401 (k) matching, Annual Bonus.

For more information about The Rush Companies go to:

[www.therushcompanies.com](http://www.therushcompanies.com)

Equal Opportunity & Drug-Free Employer

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.*