



HR/Recruiting Job Description

Sunshine Landscape has built a reputation over twenty one years in business being well known for having the best, hardest working teams in the industry. We pride ourselves on being honest, caring and respectful to our team members. The purpose of this position is to manage current employee relations to ensure our team is happy, safe and property taken care of. This position will also include recruiting team members for new positions, cultivating relationships in the communities we recruit from and onboarding new employees.

Employee Relations

Onboarding – This position will include the onboarding of new employees. This includes initial screening interviews as well as ensuring proper documentation and paperwork are received by the employee and filed. It will also include providing an employee handbook, uniforms, introduction to procedures and benefits as well as a first day introduction to the employees team.

Employee Relations – This includes working with current team members on issues they may be experiencing. This would include coworker or management issues, work comp claims, workplace safety issues, payroll questions or any other questions and concerns an employee may have.

Recruiting

Community Relations – We want to work to create and improve upon our involvement in the communities we recruit team members from. This includes supporting community events, having local recruiting events, making relationships with community leaders and marketing outlets such as radio or other opportunities.

Job Postings – This job will include posting ads for available job postings in various forms including radio ads, social media and online job listings. That includes tracking incoming responses and working with management to determine best potential employees, vetting and coordinating with necessary management.

Required Qualifications

- 3-5 years HR experience or a Bachelors Degree in Human Resources
- Bilingual in English & Spanish
- Background in &/or understanding of Spanish Community and culture
- Strong people skills and good decision-making abilities in stressful situations
- Excellent at working with team members

Pay will be DOE salaried position with medical, PTO, paid holiday benefits.

Please send resume to Levi Duckett -- levi@sunshinelandscape.net