



Human Resources Manager

For three decades Dotson Electric has demonstrated a commitment to providing our customers with the best equipment, workmanship, and personnel available. It has been and continues to be this dedication that distinguishes Dotson Electric from our competition. Headquartered in Bowling Green, KY, we have an immediate opening for a Human Resources Manager.

The Human Resources Manager will be the Lead HR professional overseeing the administration of HR processes, policies, and procedures for the organization. This may include but is not limited to recruiting, onboarding, employee relations issues, benefits administration, workers compensation, safety, and policy and procedure creation and management. The HR Manager will provide guidance and support to the President, corporate management, and field management on all employment related matters to ensure legal, compliance, and company policies are adhered to.

Responsibilities:

- Supports all corporate and field site recruiting, hiring, and onboarding processes; ensuring compliance with state and federal laws.
- Provides HR assistance and guidance to corporate and field site supervisors on all employee related topics. Advises on how to appropriately handle employee relations issues to ensure compliance with appropriate legal and company policies.
- Manages the collection and records management of employee information, to include but not limited to personal information, compensation information, benefits, tax data, attendance records, workers compensation data, leave management data, performance reviews, hiring and termination data.
- Supports the Accounting team with payroll information and processes as needed.
- Partners with the company's President and Benefits Brokers to design and administer an employee benefits plan that will attract and retain top talent in the industry.
- Creates, administers, and manages all safety training for new hires and existing employees, in order to support a safe and healthy work environment for all Dotson Electric employees.
- Create and updated company handbook, policies, and procedures as needed.
- Manage Workers Compensation claims and policies as they arise.
- Partner with external employment attorneys on employee related matters as needed.
- Design and implement updated HR practices and structure to support driving the business forward with the President.

Experience and Qualifications:

- Bachelor's degree in Human Resources or related field, will consider experience in lieu of degree
- 5+ years of Human Resources administration and management
- Previous experience in construction, distribution, warehouse, or electrical industry preferred
- Strong generalist knowledge of Human Resources Law

- Experience in recruiting and onboarding corporate and field staff
- Experience with employee relations issues and managing Management staff through coaching and termination situations
- Ability to travel to site locations for hiring and onboarding as needed
- Strong Microsoft Office skills
- Strong experience with HR Software
- Spanish speaking preferred but not required