



January 2, 2018

EMPLOYMENT OPPORTUNITY

Position: Human Resource Manager  
Location: Corporate Office - Madison, WI  
Status: Full-time  
Reports to: Controller/Office Manager

Mega Rentals, Inc. has an employment opportunity available for a Human Resource Professional at its Corporate Office in Madison, WI.

Position Summary:

The Human Resource Manager is responsible for performing the daily activities of human resource and personnel management. This includes recruitment, screening, and interviewing candidates for multiple positions within company. Performs employee relations function and administers company's EEO/AA plan and policies. Develops and administers HR programs, and policies/procedures. Assists with payroll and benefits administration.

Job Experience/Qualifications:

- 7+ years' experience within Human Resource field. Prior experience in a construction or manufacturing environment desired.
- Minimum of an Associates Degree in HR or Business Administration. A Bachelor's degree in Human Resources or related field preferred.
- Excellent written and verbal communications skills, including the ability to resolve conflicts and respond to requests for information.
- Ability to work independently and efficiently.
- Knowledgeable on current federal and state employment laws.
- Experience creating and implementing EEO and Affirmative Action plans desired.
- Computer skills, including MS Office, Outlook, Internet and PC data entry.
- A valid driver's license.

Please send resume and cover letter, including salary requirements, to:

Mega Rentals, Inc.  
P.O. Box 8026  
Madison, WI 53708  
Email: [hrinfo@megarentalsinc.com](mailto:hrinfo@megarentalsinc.com)  
Fax: (608) 222-1768

EEO/AA



# Mega Rentals, Inc.

## TRAFFIC SAFETY

### Job Description

<b>Position:</b>	Human Resource Manager	<b>Supervisor:</b>	Controller/Officer Manager
<b>FLSA/Status:</b>	Exempt/ Full Time	<b>Last Updated:</b>	December 26, 2017 MD

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### SUMMARY

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The Human Resources Manager under the direction of the Controller/Office Manager is responsible for performing the daily activities of human resources and personnel management. This includes recruiting, screening, and interviewing candidates for multiple positions within the company, employee relations functions, performing administrative activities relative to employee services, development of HR programs, managing disciplinary issues, and providing input and drafting of HR policies/procedures.

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### ESSENTIAL JOB FUNCTIONS AND DUTIES

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- Oversee the implementation, coordination and administration of all human resource programs and functions at the company including but not limited to: employment, employee relations, compensation, benefit administration, compliance and talent management in accordance with company policies.
- Manage recruitment activities to ensure that top quality candidates are attracted, recruited, hired and retained.
- Ensure implementation, explanation, administration and management of corporate benefit programs.
- Prepares manual and computer documentation regarding interview process and justification for selection/non-selection of candidates.
- Develops and administers Affirmative Action Plan.
- Attends job fairs, career days, and EEO training events.
- Prepares appropriate paperwork and processing for applicants, new hires, existing and terminating employees in accordance with policies and affirmative action guidelines.
- Counsels employees and managers in relation to current policies and procedures, including problem solving procedures and employee performance/conduct issues.
- Oversees performance evaluations, ensure they are getting done in a timely manner and reviews them for legal verbiage
- Analyzes and determines appropriate plan of action for disciplinary situations in assigned areas.
- Participates in management HR/EEO training, consisting of continually updating the training programs when needed.
- Assists in maintaining appropriate staffing levels with branch managers during peak season.
- Routinely visits branch locations and active jobs throughout Wisconsin to ensure notices are posted, safety checks, ensure team morale and talk to employees when needed.
- Coordinates employee training and certifications.
- Maintains knowledge of state and federal employment laws, including FMLA and UC regulations.
- Participates in committees dealing with human resource issues and the development of human resource programs.
- Researches and makes recommendation in relation to human resource policies and procedures.

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### JOB REQUIREMENTS

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- Strong Leadership skills and ability to build relationships and communicate at all levels, both inside and outside the organization.



# Mega Rentals, Inc.

## TRAFFIC SAFETY

### Job Description

- Self-motivated and directed; able to take initiative
- Bachelor's degree in Human Resources or related field
- 7+ years' experience in Human Resources, with an emphasis in the construction industry desired
- Knowledgeable of federal and state employment laws
- Knowledgeable of EEO and Affirmative Action plans
- Ability to work independently and efficiently
- Strong computer skills with proficiency in Microsoft Word, Excel, and Outlook
- Ability to sit for long periods of time
- Constantly operates a computer and other office equipment

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### ADDITIONAL SKILLS AND QUALIFICATIONS

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- Excellent interpersonal, written and verbal communication skills, including the ability to resolve conflicts and respond to requests for information.
- Must follow all company policies, procedures, and processes for safe and successful completion of projects.
- Help to develop, implement and nurture the culture and values of Mega Rentals Inc. across all programs.
- Demonstrate Mega Rentals' Core Values
  - **Excellence-** Take pride in our efforts towards continuous improvement and quality work. We are committed to being the best.
  - **Dependability-** Meeting our customer's needs through experience, knowledge and ingenuity to ensure timely project completion.
  - **Honesty-** We do what is right, acknowledge our mistakes, and act with courage and fortitude.
  - **Safety-** Our passion is to protect our team members, the public and our customers by mitigating the inherent risks associated with the improvement of infrastructure.
  - **Teamwork-** All team members support and encourage each other to ensure the company goals are being met, knowing that success enriches the lives of all stake holders

An Equal Opportunity Employer