

Human Resources Generalist

Indianapolis, Indiana



Company Profile

United Consulting is a full service, civil engineering firm which was established in 1965. We have been named "Best Places to Work in Indiana" eight times by the Indiana Chamber of Commerce. This achievement conveys our staff likes where they work and the jobs they get to work on. We take pride in maintaining a desirable and rewarding workplace culture for our employees and excellent services to our clients.

United offers a competitive salary; four and a half day work week; 401K with 6% company match; health and wellness incentive program; health, vision, and dental insurance benefits; and many additional company perks.

We promote a healthy work/life balance and encourage employee participation in numerous company functions such as golf events, holiday parties, summer picnics, and many fun activities.

Position Requirements:

UNITED CONSULTING currently has an opening for a Human Resources (HR) Generalist. The ideal candidate will build and maintain the trust of the employees through their Human Resource knowledge and consummate professionalism.

The successful candidate for this position must demonstrate a successful history of effective communication while working within a team environment, fostering a positive work environment, and effectively organizing all disciplines of the HR Department.

Special consideration will be given to applicants who are SHRM-Certified Professionals, or have experience in processing payroll through ADP.

Human Resource Generalist must have a college degree in a field related to Human Resources and have two years of practical experience in the Human Resources field.

Apply now to become a part of our innovative team!

EOE M/F/D/V



For consideration, please email your resume and cover letter to: hr@ucindy.com

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