



HR Generalist

Job Title: HR Generalist

Location: Urbandale, Iowa

About Energy Control Technologies (ECT):

We (Energy Control Technologies, Inc.) are a fast-paced, entrepreneurial company that is looking for an energetic employee to start and develop our HR department. ECT's customers span the Industrial/Manufacturing, Oil and Gas and the Bio-fuels market segments and our products are state of the art in the field. We are looking for an exceptional candidate to join our team and to grow with the company. You will have the opportunity to help us hire advanced engineers to work on some of the most complex and critical machines that directly affect the operation of energy production plants across the world.

About the Position:

We are looking for someone to lead our recruitment and staffing efforts. As ECT grows we are finding a need for intense hiring of employees, ensuring compliance with all employment/labor laws. This includes planning the hiring process, deciding on the methods for placing job ads and monitoring the entire process, including writing job descriptions, screening candidates, onboarding, and employee benefits management. This position involves a combination of administrative and strategic planning responsibilities.

Key Responsibilities:

- PRIMARY: Develop ECT's hiring plan and maintain, execute and monitor the progress.
- Act as a Human Resource advisor to employees. Create employee handbooks, including FMLA, Wage and Hour policies, and other company wide HR administrative tasks.
- Monitor and stay current on HR/employment-related rules, regulations, and laws.

Requirements:

- Bachelor's degree or experience in a related field.
- Experience in a Human Resources or administrative assistant role.

Desired Traits:

- Exceptional communication skills : Strong written and verbal communication talent.
- Positive work attitude and ability to multi-task on several projects
- Self-starter who can work individually or as a part of a team.



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- Team-Oriented: Able to work with multiple managers to develop a hiring plan.
- Ability to work legally in the United States.

Benefits & Compensation:

- Competitive compensation depending on experience.
- Medical & Dental Insurance.
- FMLA benefits including both partners.
- 401(k) with company match.
- ECT is an employee owned company and you will have the opportunity to join our ownership team and share in our success after a short vesting period.