



About us: B&S Site Development is more than just another construction company. We are a family of unique individuals committed to our culture, our values, and each other. We believe in making our own luck and creating our own opportunities. B&S Site Development accomplishes this by constantly innovating, finding ways to create new value and seizing new opportunities. We are a leading site development contractor that specializes in mission critical and large-scale commercial projects that focus on customer relationships and client satisfaction.

Job title: Bilingual HR Coordinator

The HR Coordinator plays a key role in supporting daily human resources operations and ensuring the smooth functioning of HR processes. This position is responsible for assisting with recruitment, onboarding, employee records management, benefits administration, and general HR support. The ideal candidate is organized, detail-oriented, and able to handle sensitive information with confidentiality and professionalism.

Key Responsibilities:

- Assist with full-cycle recruitment activities, including posting jobs, screening resumes, scheduling interviews, and conducting background checks.
- Coordinate new hire onboarding and orientation sessions.
- Maintain accurate and up-to-date employee records and HR databases.
- Support benefits enrollment, changes, and employee inquiries.
- Process HR-related documentation such as contracts, promotions, transfers, and terminations.
- Ensure compliance with company policies and employment laws.
- Assist in the preparation and delivery of HR reports and analytics.
- Support training and development programs and initiatives.
- Respond to employee questions and provide HR-related support.
- Participate in special HR projects and support cross-functional HR tasks as needed.

Qualifications:

- Native professional proficiency in Spanish and English
- Proven experience in a HR role
- Knowledge of HR functions and best practices.
- Familiarity with HR software (e.g., HRIS, ATS) and MS Office (especially Excel and Word).
- Excellent organizational and time-management skills.
- Strong communication skills, both written and verbal.
- Ability to handle confidential information with discretion.
- Bachelor's degree in human resources or related field is a plus.

HR Coordinator

Why join us:

- **Competitive Salary & Benefits:** We offer a competitive salary along with health insurance, retirement plans, and performance bonuses.
- **Career Advancement:** We are committed to the growth and development of our employees, offering training programs and opportunities for career progression.
- **Challenging and Rewarding Work:** Lead diverse and impactful projects that challenge your skills and expertise.
- **State-of-the-Art Equipment:** Work with the latest machinery and technology in the construction industry.
- **Strong Safety Culture:** We prioritize the safety and well-being of our employees with regular training and strict safety protocols.

What we offer:

- Health, Life, Dental and Vision Insurance
- Flex Spending (FSA) and HSA
- 401(k) Plan – Matching up to 6% **Fully Vested Day ONE!**
- Paid Time Off (PTO), Parental Leave, Paid Pregnancy Medical Leave
- Paid Holidays

All qualified applicants with B&S Site Development will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin or status as a qualified individual with a disability or protected veteran. B&S Site Development is proud to be an Equal Opportunity Employer and member of the Drug Free Safety Program

How to apply:

If you're ready to take the next step in your construction career with a company that values your expertise, send your resume to rmilosh@bandssite.com.

Visit our website to find out more about us - <https://bandssite.com>