



Human Resources Generalist – HR/Eagan

About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company’s growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our “Owner’s Mentality” attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We’ve been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

About the Team

We’re enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

About the Job

The Human Resources position will be responsible for performing an array of Human Resource functions including talent acquisition, onboarding, performance evaluations, maintaining job descriptions, assuring compliance, maintaining personnel files and systems administration.

Essential Functions

- Manage recruiting process – post jobs, screen candidates, prepare offer letters
- Manage pre-employment and onboarding process including background check and performing employment verifications
- Coordinate new employee onboarding
- Assist in updating job descriptions and requirements as needed
- Assist in assuring performance evaluations are completed timely
- Ensures the company’s employment, personnel, and equal opportunity policies and practices comply with applicable federal and state laws, including the maintenance of employee files.

Job Requirements

- Bachelor’s Degree or equivalent experience in a Human Resources related field preferred.
- 2+ years of HR Generalist experience
- Experience working with a Human Resources Information System
- Superior skills with software applications, including Office 365

Inside Edge Commercial Interior Services’ Family of Brands:





About You

- Excellent attention to detail
- Takes a proactive approach to problem solving
- Self-directed with limited supervision, and willing and able to take initiative drive
- Highest level of integrity
- Superior interpersonal communication skills across all levels of employees
- Effective oral and written communication skills
- Results driven style
- Efficient and effective time management
- Adaptable and able to effectively manage multiple, changing tasks and can thrive in an environment of ambiguity
- Strong customer service skills, team contributor
- Professional, adaptable, collaborative
- Computer literacy and keyboard skills

Physical Requirements

- Must be able to sit at a desk for prolonged periods of time while working on a computer, as well as the ability to move about the office.
- The ability to hear and read while communicating both verbally and in writing to communicate with employee-owners.
- The ability to perform fast repeated movements of fingers, hands, and wrists (keyboarding and other tasks).
- Must be able to lift up to 15 pounds at times.

Benefits & Perks – Together We Own It!

- Employee Stock Ownership Plan (ESOP)
- 401k matching
- Bonus pay
- Paid time off
- Flexible schedule
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Employee assistance program
- Professional development assistance

Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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