



March 2022

Carnow, Conibear & Assoc., Ltd., a leading environmental, health and safety consulting firm located in downtown Chicago, has an excellent opportunity for an:

## HR SPECIALIST

We are looking for an excellent candidate to assume the day-to-day responsibilities of the company's human resource department. This right candidate will work closely with our organization's human resource manager to maintain the department and continue to develop our human resources.

### Desired Skills:

A proactive and self-directed approach to managing multiple projects.

- Excellent verbal and written communication skills.
- Knowledge and experience in employment law, compensation, organizational planning, recruitment, hiring, organization development, employee relations, safety, employee engagement, and employee development.
- Outstanding interpersonal relationship building and employee coaching skills.
- Experience in the administration of benefits and compensation programs and other.
- Strong skills in:
  - Computers.
  - Critical thinking.
  - Customer service.
  - Grammar.
  - Microsoft office programs including, Word, Excel, Power point and Teams.

### Preferred Education and Experience:

- Bachelor's degree from a four-year college or university or similar workexperience required.
- PHR/SPHR certification preferred.
- 3-5 years of experience in progressively responsible human resource roles.
- 3 years of experience in hiring.

### Benefits include:

- Medical, dental, life and long-term disability insurance
- A contributory 401k plan is available with company participation
- Commuter transit benefit
- A Flexible Spending Account
- Educational & Licensing reimbursement
- Paid sick leave days
- Paid holidays
- Paid personal days
- Paid vacation with incremental increases based on time at the company
- Eligibility for year-end performance **bonus!**

Candidates shall submit resume to: [ccahiring@ccaltd.com](mailto:ccahiring@ccaltd.com)



*Please email us to set up a confidential exploratory discussion on how we can work together to align your future career path with our work life balanced culture.*

**Carnow Conibear mission:** Driven by our commitment to the Company's Core Values and to understand our Clients' needs so that we can provide customized, multi-disciplined, and economical solutions; Carnow Conibear's mission is to remain the premiere and trusted choice for Environmental, Health, and Safety services.

**Our Core Values:** Safety, Client Satisfaction, Employee Development, Integrity and Ethics, and Fiscal Responsibility.