

We believe our company is only as good as the individuals it is comprised of, which is why we seek to hire the best! Edge Consulting Engineers, Inc. was founded in 2002 and is a full-service engineering consulting firm offering civil, structural, environmental and telecommunication engineering services to public and private sector clients throughout the upper Midwest. We are proudly headquartered in Prairie du Sac, Wisconsin on the bank of the Wisconsin River, with a branch office in Burnsville, MN. We are dedicated to the long-term success of our clients, their projects, our company, and the people within our organization. As a result, we go beyond completing the specific tasks we are assigned, and do what is necessary to exceed expectations. If this philosophy aligns with your own, consider a career opportunity with Edge!



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**POSITION :**

Human Resources Professional

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**LOCATION :**

Prairie du Sac, WI

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**STATUS :**

Regular, Full-Time, Salary

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**DESCRIPTION :**

Edge Consulting Engineers, Inc. is seeking a detail-orientated and motivated candidate interested in an entry level Human Resources position in our Prairie du Sac office. Both full-time and part-time candidates would be considered. As a part of our team, you will help with recruiting, onboarding, employee engagement, insurance, and other related duties.

**Primary responsibilities:**

- Aid with recruiting. This may include preparing job offers, providing information on benefits, and eventually involvement in the candidate interview process.
- Aid with new hire onboarding
- Involvement in employee benefits administration
- Aid with federal and state compliance
- Employee Stock Ownership Plan (ESOP) administration

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**DESIRED SKILLS / ABILITIES :**

- Degree in Human Resources or related field is preferred;
- Previous experience is preferred but not a requirement;
- Working knowledge of MS Office Suite (primarily Outlook, Excel and Word);
- Exceptional attention to detail;
- Willingness to work both independently and within a team;
- Must be legally authorized to work in the U.S. without the need for sponsorship.

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**ABOUT EDGE :****Why Choose Edge Consulting Engineers?**

We offer a competitive wage, with the potential to earn performance-based bonuses. We offer a 401(K) plan with a generous company match, as well as a profit-sharing plan. In addition, full-time employees are eligible for Health, Dental, Disability, Flex, Vacation and Sick time. We believe in work-life balance, which is why we offer a flexible work schedule that allows employees Friday afternoons off all year round, as well as a business casual dress work environment all week long! We also enjoy a fun work environment that includes periodic company sponsored events and team building activities.

**What type of person thrives at Edge Consulting? Individuals who:**

- enjoy a challenging atmosphere and desire the ability to work with a team to help our clients succeed;
- are dedicated to exceeding customer expectations and won't back down from a challenge;
- want to work for a company that is focused on long-term success rather than the next quarter;
- are committed to personal growth and development and take a continuous learning approach.

To apply, email your cover letter and resume to [employment@edgeconsult.com](mailto:employment@edgeconsult.com).

Visit our website [www.edgeconsult.com](http://www.edgeconsult.com) for more information about the company and the markets that we serve.

*Qualified applicants must be legally authorized to work in the U.S. for Edge Consulting Engineers without the need for sponsorship. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, status with regard to public assistance, military service, or any other protected status.*