



HUMAN RESOURCES PROFESSIONAL

JOB SUMMARY & ESSENTIAL FUNCTIONS

IGC Services is seeking a Human Resources professional for its growing team. This exciting position offers a wide array of interesting duties that will challenge the most seasoned HR veteran. Just some of the duties we expect from this position are:

- Interviewing/Hiring/Onboarding of new employees
- Benefits Administration (401K, Insurances, other employee benefits)
- Payroll assistance
- Manage legal risks, complaints, harassment, discrimination
- Manage Union and Non-Union workforce relationships
- Maintain current knowledge of relevant laws, regulations, advising senior management
- Policies, manuals and handbooks
- Compensation strategies
- Manage any HR technology employed
- Communication with employees/stockholders

BENEFITS

IGC Services offers an excellent benefit package and compensation that will be commensurate with the level of experience, skills, and ability possessed by the candidate. Benefits include the following:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short- and Long-Term Disability Coverage
- 401(k) Retirement Savings Plan
- Paid Time Off (PTO)

UNIONVILLE, MO
28847 US HWY 136
Unionville, MO 63565
(660) 947-3316

OLNEY, ILLINOIS
1927 Miller Drive
Olney, IL 62450
(618) 392-5502

BELLEVILLE, IL
9 Executive Woods Ct.
Belleville, IL 62226
(618) 277-1520

PITTSBORO, IN
7421 N. Co Rd. 225 E.
Pittsboro, IN 46167
(317) 417-3374

SHELBYVILLE, KY
1018 Mt. Vernon Dr.
Shelbyville, KY 40065
(502) 513-5127

WICHITA, KS
9540 W. Harry St.
Wichita, KS 67209
(316) 305-6464

PRINCETON, MN
31481 125 ½ ST NW
Princeton, MN 55371
(660) 474-0789

QUALIFICATIONS

- Bachelor's degree in human resources or related field
- 3 or more years of previous work experience as an HR Generalist or similar position

ABOUT IGC SERVICES

IGC Services provides HR and other services for both Illinois Gas Company, a regulated public utility, and Utility Safety and Design, Inc. (USDI), a natural gas engineering and pipeline services company. The combined companies have approximately 90 employees. The position will be based in Olney, IL., however, USDI has locations in multiple states.

IGC Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, disability, veteran status or other characteristics protected by law.

OFFICE LOCATION

Olney, IL

SUBMIT RESUME TO

Darin Houchin, P.E. - darin@usdi.us