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RUSH

HR / IT SUPPORT SPECIALIST

Department: RUSH DEVELOPMENT COMPANY – *a division of The Rush Companies*
Reports To: Director of Human Resources
FLSA Classification: Non-Exempt/Hourly
Date: 12/16/2020

Job Summary

The Rush Companies is currently seeking a high-talent **HR / IT Support Specialist** to join our well-established construction company, specializing in commercial and residential construction as well as real estate development, capital investments, and property management. We are a Puget Sound regional builder with over 30 years of industry experience, headquartered in Gig Harbor. The ideal Support Specialist is someone who likes working with people, projects a professional demeanor in all interactions has HR experience, strong organizational skills and is knowledgeable and capable in working with computers in general and in terms of computer configurations as it relates to computer settings, keyboards, monitors and digital compatibility. The People Support Specialist reports to the Director of Human Resources and is part of the Shared Services Team and will also be a integral part of the new hire and onboarding process.

HR Responsibilities: 50%

- Coordinates new hire orientation with Safety / HR, IT & Rush Financial Services (RFS)
- Conducts new hire orientations and exit interviews
- Follows up to ensure each new hire signs our *Statement of Understanding* from Rush's Team Member Handbook and returns to HR for recordkeeping
- Orders business cards and office nameplates
- Sends 'First Day Details" to new hire and prepares/coordinates completion of all necessary forms
- Enters new team member info into: HRMS database, Employee Navigator for benefits elections, AL Mobile for timekeeping, Rush University for training and development and adds to Groups in Office 365.
- Tracks and follows up, when necessary, to ensure benefit selection is completed timely
- Assigns licenses, and sets up login, pay codes, GL & LC in AL Mobile
- Assigns new hire training in Rush University (ethics, harassment, etc.)
- Prepares recruitment lists and job postings
- Maintains employee data information in relative computer systems
- Posts new employee announcements on "The Link"

- Sets up 60 / 90-day new hire follow-up reminders in Outlook
- Manages hard copy and intranet organization charts
- Follows up on Employee Referral Bonus Awards and coordinates payment

IT Responsibilities: 50%

- Determines equipment needed for new hires (laptop/desktop, monitor, mouse, keyboard, cables, USB sticks, phone, company truck, credit card/fuel card, etc.)
- Determines which software, tools and access rights new hires need (company e-mail, internal messaging, Asana, TimberScan, Bluebeam, Adobe, Company files, distribution lists, DocuSign, Dropbox, etc.)
- Prepares new hires' desk with necessary hardware and supplies, as needed (desk and cell phone, printers, etc.)
- Conducts technology orientation for new hires
- Coordinates security policy assignments through ICS
- Troubleshoots all mobile device problems, cell phones, iPads, tablets (email not working, contacts not showing, etc.)
- Tracks check out and return of Company owned devices
- Sends out all necessary communications on devices (Equipment Manager, Rush Financial Services, companywide, etc.)
- Orders new/replacement equipment for current team members
- Serves as main point of contact for off-site IT support group – approving orders, communicating common user issues, project based.

For more information about The Rush Companies or the application process, go to:

- http://www.therushcompanies.com/rushcareers

How to Apply:

- Please send cover letter and resume to jobs@therushcompanies.com or via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr NW
Gig Harbor, WA 98332

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.