



MOVING YOU FORWARD

Human Resources Business Partner

Progressive Rail Inc. is a short-line freight railroad that provides cost-effective shipping and transloading options to over 300 customers across a wide variety of industries. Our main office is headquartered in Lakeville, MN, with several other owned and operating railway locations across multiple states.

Progressive Rail, Inc. is seeking a resourceful Human Resources Business Partner in Lakeville, MN. We are aiming for this team member to join us in late October / early November.

Job responsibilities include but are not limited to:

- *Recruiting/Onboarding:*
 - Manage full-cycle recruiting, pre-employment, and onboarding processes:
 - Write/edit job descriptions, post opportunities on job boards, review incoming applicants, and initiate/facilitate the interview process with qualified individuals.
 - Coordinate back-end functions to ensure new hires are cleared and prepared for their first day.
 - Hire team members in HRIS and verify all paperwork is complete and accurate.
 - Lead new hire orientations for all incoming team members.
- *Team Member Relations:*
 - Partner with executives/managers through the performance management process to provide support, direction, and documentation.
 - Coordinate with team members and management to evaluate ADA, FMLA, and LOA requests.
 - Lead investigations; create and execute action plans as appropriate.
- *Benefits:*
 - Communicate benefit information and enrollment instructions to new team members.
 - Approve or deny benefit elections for new hires, as well as HIPAA Qualifying Life Events. Collect supporting documentation as necessary.
 - Oversee the annual Open Enrollment process, including updating, launching, and managing the process within our HRIS, communicating changes, addressing questions, auditing elections, etc.
 - Manage relationships with our benefit providers and insurance broker.

We are proud to be an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, veteran, marital, or disability status.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.



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- *Administrative Tasks:*
 - Manage personal and department mail and email inboxes.
 - Create, re-evaluate, and implement processes, policies, and procedures.
 - Act as first point of contact for all HR questions and concerns.
 - Perform other duties and complete special projects as requested.

Qualifications:

- Bachelor's degree in human resources, business, or a related field of study.
- A minimum of 4 years' experience working in the Human Resources field.
- Computer skills; proficient in Microsoft Office, experience with HRIS systems.
- A high level of interpersonal and communication skills, both written and oral.
- Ability to handle sensitive and confidential situations, conversations, and documents.
- Proven leadership skills with the ability to work independently and as part of a team.
- Strong organization, attention to detail, and decision-making skills.

We offer a competitive wage and benefits package including 401K with a company match, health, dental, vision, and life insurance, as well as company-paid short-term and long-term disability insurance.

How to apply:

Fill out an application [here](#). Email (HR@progressiverail.com) or fax (612-471-0030) your application to our Human Resources Department.

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