

HR Generalist

The Monarch Cement Company in Humboldt, KS has an opening for a HR Generalist in the Corporate HR Department. The HR Generalist performs human resource related duties at the professional level and will carry out responsibilities in some or all the following related functional areas: employee relations, training, employment, labor relations, affirmative action, and employment equity programs. The position requires candidates to have a bachelor's degree in human resources or a related field, one or two years of related experience, or a combination that will allow successful performance and completion of the duties required for the position. HR certification is preferred. The position also requires a high level of confidentiality, proficiency in a variety of computer software, attention to detail, ability to work as part of a team and excellent communication skills. The position is open until filled. First round of review will be on May 16, 2024. Salary is DOQ. The Monarch Cement Company is an EOE. We encourage qualified minority, female, veteran and disabled candidates to apply and be considered for open positions.

Please mail or deliver cover letter, application and resumé to:

Corporate HR Department
The Monarch Cement Company
PO Box 1000
Humboldt, Ks 66748

Or Email cover letter, application and resumé to:

hr.dept@monarchcement.com

*Applications and other necessary documents can be
found at monarchcement.com

**Previous applicants should complete new application

