



Position Title: Lauth Communities Human Resources Generalist With Focus on Multi-Family

WHO WE ARE:

Lauth is a vertically integrated real estate solutions and investment company rooted in our core values. By having construction, facilities services, property management, and development all in house it allows us to deliver end-to-end solutions that reduce risk, increase efficiency and create long term value for our partners and communities. Our portfolio includes industrial, advanced manufacturing & logistics, office, multifamily, and health & wellness facilities. Our teams live out our core values daily: Get stuff done, Always evolving to meet the needs of tomorrow's-built environment, Simply smart, Together, and Have fun winning.

Lauth Communities, LLC, a division of Lauth Group, Inc., focuses on multifamily investment and property management, having transacted over \$500 million and 3,000 units since 2013. Our mission is to deliver institutional-quality, resident-centric communities while generating strong risk-adjusted returns for investors.

SUMMARY:

We are seeking a highly motivated and detail-oriented **Human Resources Generalist** to join Lauth Group, Inc. The ideal candidate will be responsible for assisting with various HR functions, including recruitment, onboarding, employee relations, performance management, and compliance with labor laws. This role requires strong communication skills, a proactive approach to problem-solving, and the ability to work collaboratively across departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer the recruitment and onboarding process for Lauth Communities properties, including job postings, candidate screening, interviews, and new hire orientations.
- Facilitate the onboarding process.
- Assist with employee relations by addressing concerns, conducting investigations, and fostering a positive work environment.
- Assist in the development and implementation of HR policies and procedures to ensure compliance with federal, state, and local labor laws.
- Support performance management programs by assisting with goal setting and professional development initiatives.
- Maintain HR records, ensuring accuracy and confidentiality in employee documentation.
- Coordinate training and development programs to enhance employee skills and career growth.



- Assist in handling terminations, exit interviews, and offboarding processes in a professional and compliant manner.
- Field calls from associates and research/answer questions.
- Assist with Performance Development plans and Improvement plans.

SUCCESS METRICS:

- Contribute to a high-performing, compliant, and engaged workforce across Lauth Communities and other business units by enhancing HR operations, supporting managers, and elevating employee experience through efficient processes and proactive communication.
- 80%+ of new hires meeting or exceeding expectations after 90 days.
- Foster a positive, productive, and compliant work environment.
- Ensure performance reviews are completed on time.
- $\geq 90\%$ satisfaction score on quarterly internal feedback.
- Full compliance with all HR regulations and internal standards.

QUALIFICATIONS:

- Bachelor's degree in human resources, business administration, or related degree.
- 1+ years of experience in an HR role.
- Excellent interpersonal, communication, and problem-solving skills.
- Proficiency in Microsoft Office Suite.
- Ability to manage multiple priorities in a fast-paced environment.
- High level of professionalism, confidentiality, and attention to detail.