

# Rolling Plains Construction

**Job Title:** Employee Experience Specialist

**Preferences:** Bi-Lingual a plus!

**Location:** Apache Junction, AZ

**Travel Requirements:** 0-10%

**Employment Type:** Fulltime

**Schedule:** Monday-Friday

## About the Role

The Employee Experience Specialist plays a key role in creating a positive, engaging, and consistent experience for candidates and employees throughout their journey with the organization. In this role, you'll help ensure employees feel welcomed, supported, informed, and connected—from recruiting to onboarding and day-to-day support to recognition, engagement, and workplace initiatives.

You'll serve as a trusted resource for employees while partnering closely with leaders and cross-functional teams to coordinate recruiting, employee programs, improve processes, and bring employee-focused initiatives to life. The ideal candidate is highly organized, approachable, detail-oriented, and passionate about creating an environment where employees can do their best work.

This role is a great fit for someone who enjoys building relationships, solving problems, coordinating the details behind a great employee experience, and continuously looking for ways to make the workplace better.

## Primary Responsibilities

| Recruiting & Hiring                                                         | Onboarding & Employee Success                                       |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------|
| Write, post and maintain openings; source and screen candidates             | Coordinate preboarding, orientation and first-day readiness         |
| Manage candidate communication and interview logistics                      | Ensure consistent onboarding checklists and handoffs                |
| Support hiring managers and maintain candidate pipelines                    | Track 30/60/90-day and early-tenure touchpoints                     |
| Coordinate offers and pre-employment steps                                  | Collect new-hire feedback and identify experience gaps              |
| Maintain recruiting data and process documentation                          | Support employee communications and engagement activities           |
| Support hiring events and career fairs, referral efforts and employer brand | Coordinate training logistics and learning records as scope expands |

## Qualifications

- Experience: Human Resources Degree or at least 2 years in Human Resources, Talent Operations, or Employee Engagement.
- Communication: Exceptional writing, presentation, and interpersonal communication skills. Provides and asks for feedback. Appreciates working relationships with office and field colleagues.
- Candidate and Project Management: Strong organizational skills to balance multiple initiatives at once. Strong attention to detail and appreciation for structures such as compliance.
- Empathy First: A deep passion for understanding human needs and solving workplace challenges. Provides excellent customer service to both internal colleagues and candidates.
- Analytical Skills: Searches for and provides regular meaningful data patterns to support data driven decision making in small and large instances. Takes initiative to be independent yet appreciates the value of teamwork and collaboration.

## How to Apply

Interested candidates should submit an online application at [talent.rollingplains.com](https://talent.rollingplains.com).

## Equal Opportunity Statement

Rolling Plains Construction is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected status in accordance with applicable laws.