



Human Resource Generalist

Do you want to work for a company where:

- You have an opportunity to build plans and develop ideas?
- You learn something new every day?
- You can creatively solve problems and share ideas?
- You laugh every day?
- You have support from leaders and owners to be successful in your work and personal lives?

If you answered yes to any of these questions, check out the Human Resources Generalist job at Minnesota Sodding Company(MSC).

The HR Generalist is responsible for leading HR and safety processes, championing the culture, and providing office support. The HR Generalist manages critical points in creating and maintaining a great workplace culture by supporting employees and managers. This includes HR and safety process implementation and management, providing guidance for supervisors and employees, employee onboarding, safety program coordination, and other key responsibilities such as maintaining benefit administration, and payroll. This role also supports other administrative parts of the business and may provide backup bookkeeping support.

Ideal candidates will have:

- Bachelor's degree in business administration, Human Resources, or a related field
- 2 Years of Experience in Human Resources required; 2 Years of Experience as HR Generalist, preferred
- English-speaking required; Spanish-speaking a plus
- Strong attention to details to complete projects on time, on budget, and to MSC standards.
- Strong communications skills to work in a fast paced, dynamic and diverse work environment.

Ability to work in Hybrid with 1-2 days in office, per week. Must be located within one hour of our office (approximately one hour southeast of Minneapolis/St. Paul) to accommodate occasional in-person meetings. Minnesota residency is not required.)

MSC specializes in installing and maintaining athletic fields, commercial site landscaping, prairie management, and township maintenance. MSC is more than just sodding specialists, we are dedicated to providing customers with reliable, professional service to meet sod, seed, sports turf, Irrigation, and 3D Grading needs.

How to apply for this role:

Send an email by 3pm CT, Monday, March 2, 2026 to jobs@mnsodco.com with the subject line, without quotes of "I Am Perfect For This Job". Include your cover letter in the body of the email and attach your resume as a PDF.