

**Downhole Chemical Solutions (DCS)** is an employee-owned oil and gas chemical company delivering performance-driven solutions in hydraulic fracturing. Founded in 2015, we specialize in slickwater fluid systems and stimulation chemistries backed by data, engineering expertise, and hands-on field execution. With a growing footprint across major U.S. shale plays, DCS is built on a commitment to safety, accountability, and teamwork. As an ESOP company, every employee plays a role in our success and shares in the results of the work we do.

We are seeking an HR Generalist who will play a key role in supporting our recruiting and onboarding efforts while also contributing across general HR functions. This position is designed for someone who enjoys engaging with people, representing the company, and stepping into a variety of HR responsibilities as priorities evolve.

### **Key Responsibilities:**

#### ***Recruiting, Onboarding, and Workforce Planning***

- Serve as a representative of the company at job fairs, hiring events, and school partnerships.
- Support recruiting efforts through candidate coordination, screenings, and interview scheduling.
- Prepare and issue offer letters in coordination with HR leadership and hiring managers.
- Coordinate all post-offer, pre-employment requirements, including drug screens, physicals, and background checks.
- Verify that all post-offer requirements are complete, satisfactory, and compliant prior to a candidate's start date.
- Serve as the primary point of contact for candidates and new hires throughout the recruiting and onboarding lifecycle.
- Ensure new hire paperwork, system entries, and onboarding steps are completed accurately and on time.
- Complete and verify all I-9 documentation in accordance with federal requirements.
- Manage the full onboarding process from offer acceptance through day-one readiness.
- Conduct new hire orientation and additional onboarding activities.
- Assist in the collection and coordination of uniform sizing and onboarding-related equipment or apparel for new hires, in alignment with the company's uniform program.
- Partner with HR leadership to support workforce planning efforts, including understanding staffing needs, approved headcount and upcoming hiring priorities.

#### ***General HR Support***

- Provide administrative and functional support across HR operations as needed.
- Assist with HR projects, process improvements, and data tracking.
- Support employee lifecycle activities as directed.

### **Qualifications:**

- Bachelor's degree in human resources or a related field is preferred; however, candidates with an equivalent combination of education, training and relevant work experience will be considered.
- Experience attending or supporting job fairs preferred.
- Valid driver's license and acceptable MVR.
- Experience supporting HR operations across multiple states is preferred.
- Familiarity with HRIS or applicant tracking systems. Knowledge of Paylocity is a plus.
- Strong attention to detail and accuracy when managing multiple tasks.
- Ability to work independently and in a team environment.
- Strong interpersonal and communication skills.
- Willingness to take direction, adapt to process changes, and contribute where needed.

**Additional Information:**

- Location: In-person, Lafayette, LA
- Schedule: Monday-Friday 8:00am – 5:00pm
- Travel: Occasional travel (up to 25%) to company facilities, training sites, and external events as business needs require.
- Benefits: Medical, dental, vision, PTO, paid holidays, ESOP participation

**Important Notices:**

- The above statements reflect the general duties and skills that are expected of this position and should not be considered a comprehensive list of all duties, responsibilities, and qualifications of this role.
- If selected for this role, your employment will be contingent upon submission to and successful completion of a post-offer, pre-employment drug and alcohol test, physical, and background check, as applicable to the position.
- Candidates must be legally authorized to work in the United States.
- Relocation assistance is not available for this position.
- This position has physical demands that are typical of the role and work environment. The physical requirements associated with this position are outlined in the job description and may be discussed during the hiring process. Reasonable accommodations may be made to enable qualified individuals with disabilities to apply and perform the essential functions of the job.

Downhole Chemical Solutions is an Equal Opportunity Employer. Qualified applicants will receive consideration regardless of race, color, religion, national origin or ancestry, genetic information, age, marital status, familial status, sex (including pregnancy, sexual orientation, or gender identity), disability, past current or future service in the uniformed services, or any other consideration or characteristic made unlawful by federal, state, or local laws.

Recruitment Agency Notice: DCS is not accepting unsolicited assistance from recruitment agencies.