



Full Time HR Generalist

POSITION SUMMARY:

Under general supervision, this position performs a variety of clerical and technical duties in support of the Human Resource Department by applying established human resource policies and procedures. This position provides customer service to clients; explains rules, policies and procedures to staff and Managers; produces reports; gathers, organizes and processes documentation and enrollment forms; and reviews, develops and maintains accurate electronic and paper records, files and correspondence. This position will also maintain and ensure a confidential environment at all times.

POSITION QUALIFICATIONS:

Required Qualifications:

- The education, experience and skills necessary to perform adequately in the position.
 - Bachelor's degree in Business Administration, Human Resources or a related field. Professional years of work experience may substitute education on a year to year basis.
 - Minimum of 2 years' experience in the human resource functions of benefits, recruitment, medical leave, classification, and/or compensation.
 - Working knowledge and experience with Microsoft office programs including Word, Excel, Access, Outlook and PowerPoint.
 - Experience providing customer service both in person and/or over the phone.
 - Experience presenting group orientations and/or trainings.

Preferred Qualifications:

- The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.
 - HR experience in a healthcare setting.