



Human Resources Generalist/Staffing Specialist

Position Summary

This position is responsible for recruiting, human resources administration and also supports benefits administration for the organization, under the direction of the Chief Financial and Administrative Officer (CFAO). They will possess meticulous attention to detail, a self-starter who sets priorities, has strong organizational skills, is customer focused, manages own work and meets objectives, and most importantly is able to maintain confidentiality and handle matters with a high level of discretion and integrity.

Principal Duties and Responsibilities:

Staffing:

- With the hiring manager develops job descriptions using a standard template.
- Posts Jobs, coordinating with the hiring manager.
- Schedules interviews and performs preliminary interview screening for designated positions.
- Prepares offer letters.
- Performs background and reference checks as needed.
- Maintains reports and applicant tracking.
- Builds a pipeline for candidates; develops relationships with trade schools, universities, professional programs and state resources.
- Attends Job Fairs, reaches out to recruitment sources and networks to attract applicants and represents the organization in the community as required.
- Researches and uses other channels for recruitment (i.e.: internal referrals, local and free websites, etc.).
- Manages the Employee Referral Program.
- Responsible for the onboarding process, ensuring all required documentation is collected and that all required trainings take place.

Employee Relations

- Participates on employee committees and helps plan and coordinate employee activities and events.
- Administers employee recognition programs.
- Assists managers with employee relations counseling as needed.
- Conducts exit interviews.

General Human Resources/Administration

- Performs general administrative functions for President and CFAO.
- Performs administrative functions including filing, new hire packets and maintains employee files.
- Responsible for compliance with employment posters, I-9's, background checks, etc.
- Completes various external reporting.
- Replies to requests for verifications of employment.
- Assists with administration of performance management process.
- Responsible for various reports including but not limited to Headcount, Workers Compensation, 401(k), census, turnover, year-end, ad-hoc, etc.
- Maintains current knowledge of employment practices, assists with policy review, assists with updates for the Employee Handbook and makes recommendations for changes as appropriate.
- Other duties and special projects as required.

Benefits Administration

- Coordinates benefits administration and works with third party administrators as necessary
- Ensures accurate record keeping; resolves administrative problems with the carrier representatives or through the benefit broker.
- Coordinates the open enrollment period during the each year, including employee meetings.
- Provides guidance and assistance to employees and management relative to the company's benefits programs, policies and procedures and provides benefit orientation to employees.
- Participates in meetings with the benefit brokers, and makes recommendations on plan design and changes to the CFAO.
- Assists in unemployment, TDI and workers compensation claims and prepares related reports.

Education and Experience:

- Associates Degree or equivalent required; Bachelor's degree, Human Resources coursework or HR Certification preferred.
- 2-4 years of human resources administration experience required, with 1-3 years of recruiting experience.

- Knowledge of hiring processes. Experience with posting jobs and sourcing candidates preferred.
- Knowledge of employee benefit programs and working with payroll/HRIS systems.
- Basic knowledge of employment law as it pertains to human resources administration and hiring practices with some knowledge of HR policies and procedures.
- Proven administrative (typing, data entry, filing, etc.) and analytical (working with spreadsheets and/or various reports) skills needed;
- High level of customer service orientation and exceptional interpersonal skills.
- Excellent verbal and written communication skills.
- Must be extremely well organized and methodical in approach to problem solving.
- Has a positive can-do approach, is a team player and can be flexible and open to change.
- Able to handle challenging confidential situations with the utmost professionalism, discretion, objectivity and a calm temperament.
- Intermediate to advanced skills in Microsoft Excel, Outlook, and Word.

For more information [click here](#)

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