

HR Generalist

Mon thru Fri - Non-Exempt

There is an opportunity available for an HR Generalist with full cycle recruiting experience. The candidate should have experience in recruiting in a healthcare facility, with knowledge of background screening, interviewing, and hiring practices. The Ideal candidate will have a broad knowledge of Human Resources and be proficient in different HR areas to provide sound advice and direction to employees and managers. Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered.

Duties and Responsibilities:

- Candidate will work hand in hand with the HR director
- Design and implement a creative recruiting strategy for all exempt and nonexempt positions
- Develop and update job descriptions and job specifications
- Source and recruit qualified candidates by using job boards, social networks, and platforms
- Assist in developing and administering the organizations compensation strategy
- Conduct new hire orientation and enter new hire information into the Payroll system.
- Assist in planning, and training & development opportunities for all Partners in mission
- Assists in the development and implementation of organizational policies and procedures
- Onboard new employees to become fully integrated with the organization's Mission
- Assist in implementation of FMLA/DBL/WC.
- Review, track, and document compliance with mandatory and non-mandatory training
- Maintain all records, reports, and logs to comply with EEO regulations
- Keep all organization information private and confidential
- Knowledge of HR trends, best practices, regulatory changes, and employment law
- Performs other duties as assigned

Required Skills and Qualifications:

- Proven work experience as a Recruiter in Healthcare
- ADP Workforce, payroll system, experience a plus
- Excellent communication and interpersonal skills
- Able to exercise great initiative and independent judgment.
- Ability to maintain confidential information.
- Ability to manage several projects and tasks simultaneously.
- Punctual, organized, proficient grammar skills and a positive can-do attitude.

Required Education and Experience:

- Experience developing recruiting strategy
- Degree in Human Resources Management related field from an accredited institution. HR certification is a plus.

For immediate consideration please send cover letter and resume to sjskrip77@gmail.com.

The organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.