



Program:
Human Resources:

Support the essential operations of the HR department by assisting all HR functions.

Essential Job Duties:

- Oversee the New Hire onboarding process, including background checks, personnel files, clearances, onboarding appointments and setting start dates.
- Support the VP & CHRO on special projects.
- Assist the Sr. Generalist on all agency audits.
- Work with the Director of Education & Training on all required trainings and follow up for all employees.
- Oversee all the personnel files to ensure they are complete and properly maintained including termination files. Ensure old files are appropriately archived or discarded.
- Prepare monthly reconciliations of petty cash expenditures, HR credit card purchases and monthly usage logs for MVR and References.
- Complete verifications of employment.
- Co-Coordinate HR staff events with Sr. Generalist including planning and set-up.

Qualifications and Requirements include:

- Bachelor's in Human Resources preferred.
- Human Resource experience a plus.

SCHEDULE:

- Full-time, 35 hours per week, occasional evening hours as needed.

BENEFITS INCLUDE:

- Medical, dental, life, supplemental life, STD/LTD insurance, and employer contributed pension.
- Accessibility to other voluntary benefits such as 403(b) with a generous employer match, flexible spending account, AFLAC cancer care and personal accident insurance.
- 15 vacation days, 12 sick days, 4 personal days, 11 holidays and 2 floating holidays per year.

Please apply on our website with the following link:

<https://familyandchildrens.e3applicants.com/careers/Human-Resources-Generalist-898>

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