

HR Generalist

Duties:

- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; and writes and places advertisements.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains company organization charts and the employee directory.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.

Requirements:

2-4 years human resources admin experience

Bachelors degree in Human Resources

ROP: \$20-25 per hour

Type: Temp to Hire

email resume to: nwenzel@work-world.com

815-455-4490

