

Opportunity Knocks, Inc. Job Opening

TITLE: Human Resources Generalist

SUPERVISOR: SR. VICE PRESIDENT OF HUMAN RESOURCES

PURPOSE:

The Human Resources (HR) Generalist is responsible for the input and management of data from the Human Resources department, to include but not be limited to employee training records and New Hire employee data input. The HR Generalist may be required to provide support to the Human Resources Department in everyday tasks, as well as provide relief to the Receptionist when and if he/she needs to leave the front lobby area or take Paid Time Off (PTO). The HR Generalist will work independently, learn every aspect of the department and provide back up when and where needed. Must possess a vibrant personality, be empathetic, patient, trustworthy and enjoy working with people.

ESSENTIAL FUNCTIONS:

- Manages time and tasks wisely and works to complete assignments in a timely fashion.
- Works independently and within a team on special non-recurring and ongoing projects.
- Administers, inputs, and tracks New Hire employees into the company Human Resource Information Systems (HRIS)
- Composes and distributes termination letters and notification to Departure Group; composes and distributes internal status change letters (promotions and demotions)
- Runs reports for the collection and management of new hire data within the company HRIS data management system.
- Creates monthly reminders (via mail) for current employees to provide updated drivers' licenses and Mantoux documentation
- Generates and delivers (via email unless original is requested) employee personnel data to the employee and each member of supervision.
- Manages the scanning and indexing of all personnel and employee data
- Serves as primary contact for administrative review of HR files for audits
- Maintains Files to NJ licensing standards
- Assists in providing consultation/support to employees concerning job-related problems or personal problems contributing to job-related problems
- Maintains records and prepares reports for all areas of responsibility

KNOWLEDGE AND SKILLS

- Must have high level of interpersonal skills to handle sensitive, private and confidential situations.
- Independent judgment is required to plan, prioritize, and organize diversified workload.
- Ability and flexibility to deal with individuals from all levels of the organization in a professional manner.
- A detail oriented person with the ability to multi-task and problem solve
- Must be highly organized and able to communicate clearly and concisely, both orally and in writing.
- Proficiency in Microsoft Office Suite and HRIS data management

EDUCATION AND WORK EXPERIENCE

- High school diploma (or equivalent) supplemented by three+ years of related administrative and/or Human Resources experience, or
- Graduation from an accredited college or university with major course work in Human Resource Management, Business or Public Administration or closely related field

REQUIRED LICENSES AND/OR CERTIFICATES

- Valid unrestricted driver's license with good driving record.

To apply, please visit:

<https://www.eprimepoint.net/DirectAccess/recruitment/OPPORT/index.html?job=1000895>