

The Human Resource Generalist

Summary: The Human Resource Generalist will assist with the daily functions of the Human Resource (HR) department including dealing with recruiting, onboarding, separation, employee relations issues, administering pay, benefits, and leave, and enforcing company policies and practices.

Necessary Knowledge, Skills and Abilities:

- Strong understanding of the HR function and major processes.
- Excellent interpersonal and organizational skills and the ability to work successfully with multiple team members, interacting with employees at all levels of the organization.
- Competent to handle a variety of activities with attention to detail, quality, and accuracy, with the ability to follow through and follow up, and adapt to quickly meet changing deadlines and priorities.
- Advanced proficiency with Microsoft Office Suite applications, including Word, Excel, and Outlook.
- Ability to complete multiple tasks and a high volume of work on short deadlines and follow through on assigned tasks with limited supervision.
- Retain a high level of flexibility and resourceful problem solving.
- Exceptional verbal and written communication skills.
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to respond quickly to changing demands and be self-motivated with the ability to work independently as well as part of a team.
- Strong analytical and problem-solving skills.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Ability to prioritize tasks and to delegate them when appropriate.

Educational and Experience Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience is required.

Work setting:

Office settings

Send resume to: hireme@dixielandrebath.com